

JOB OFFER – CAREER ADVISOR MANAGER (CAM) MEDECINS SANS FRONTIERES SENEGAL

THE POSITION	
Position	Career Advisor Manager (Responsable de gestion de carrière)
Department	HR West Africa and Cameroon Support Unit
Reports To (Line manager)	Head of HR Unit
Refer To (Functional manager)	Head of Pool Management Unit
Volume of staff to follow (approx.)	Starting from 50, up to 160 International Employees

GENERAL CONTEXT

MSF-Dakar has an extremely vibrant team of over 70 people, working out of Economic Community of West African States - ECOWAS countries and Cameroon, being one of the MSF offices around the world, bringing together human resources and increasing expertise to support MSF projects in more than 70 countries, with its Regional HR Unit and expectations to further enhance our operational support capacity in the years. MSF-Senegal's main office is located in Dakar as a growing support office. MSF-Senegal is an organization committed to promoting inclusion and diversity by the recruitment channel; we encourage the application of candidates independent of their ethnicity, origin, gender, sexual orientation, age, political affiliations, religious and / or physical difficulties. The Regional HR Unit supports regional inter-Operational Center dynamic to ensure efficient and optimised/mutualised operational response within Western and Central Africa MSF mission and provides support to MSFs work globally.

ROLE AND OBJECTIVES

Job purpose: the Career Advisor Manager plays a pivotal role in the employee's sense of belonging to MSF and is their reference point to discuss and plan with employees their professional development within MSF. The Career Advisor Manager actively participates in the development of skills and competences of our global workforce to build expertise and our future leaders in order to respond to current and future operational interventions aiming at providing medical assistance to populations.

MAIN RESPONSIBILITIES

- Contribute to the definition and review of strategies related to career advising in collaboration with the HR unit team in Dakar and the head of Pool Managements Unit in Operational Centers.
- Participate in the development of a Career Advising action plan aligned with Dakar strategic plan and HR ambitions.
- Contribute to the development of competences by identifying training solutions needed by the employee and proposing him/her a learning path.
- Contribute in the identification of talent and participate in their placement in missions in collaboration with the Pool Managers in Operational Centers in order to get on time the right person with the right skills in the right place.
- Play an important role in diversity, equity and inclusion by ensuring equal access to job opportunities in all MSF regions of interventions and to learning solutions across the movement.

MAIN ACTIVITIES

- ✓ **Career Management Advising and development:**
- Support the employee to reflect on ambitions on a longer term, motivation and commitment,

strengths and improvements areas and translate this in a short- and long-term career and development plan aligned to the need of the organization of today and tomorrow.

- Realize career management interview, provide support to the employee to realise his/her skills assessment, appraisals analysis of employees and debriefing.
- Get acquainted to MSF contexts & operations worldwide, follow up HR demands in order to remain well updated on profiles needed, stay tuned in Learning solutions offers.
- Discuss with employee's on job opportunities (explain context, field position, its challenges & opportunities).
- Based on the employee's experiences, competences and interests, the CA collaborates with the GPO (pool manager) on potential job assignments and learning needs for the candidate in a comprehensive way (D365/ID Card) and regular communication.
- Regularly contact all members of the regional pool (active & inactive) to collect updated information on their availability, status, interest, constraints, etc as to update the list of active pool members.

✓ **Briefing and preparation**

- Define a proper briefing/debriefing plan and activities for new and current staff.
- Provides departing staff with necessary information proactively and in response questions about their assignment and working for MSF.
- Links departing staff to returned staff with prior experience in the country as possible.
- Provides timely information to managing OC's to allow preparation of necessary documents and travel arrangements and works closely with Administration for the departure.

✓ **Support and quality control**

- Available to assists international staff while in the mission for personal issues affecting the career path of the staff.
- In the case that a returning or in mission field staff reports a behaviour issue against another staff member, ensures that the case is immediately reported to the OC behaviour unit and that it is actively followed.
- In the case of accusations of behaviour issues against the field staff, ensures with the Managing OC that the case is actively followed and that clear communication with the field worker is provided on any sanctions taken, up to and including the decision to stop collaboration.
- Liaises with OC Pool Managers to assess on-going staff performance and in collaboration with them communicates with staff on any performance improvement plans.
- Communicates with the pool manager in the OC any important information received from the field staff member (while respecting confidentiality) which could be relevant to consider for the workforce planning / succession planning.

✓ **Administration and general duties**

- Contributes to HR Reporting and statistics and departmental planning.
- Organises and/or actively participates and contributes to the success of Welcome Days and PPD and WTMSF sessions.
- Works toward helping the overall organization understand field realities through debriefing of returning field staff.
- There will sometimes be the opportunity to go on short field assignments and / or to co-facilitate trainings in the field, where possible and in consultation with L&D team.
- Travel to national and international meetings, as required.
- Manage the HR information system, update information related to the candidates directly in the system.

SKILLS AND COMPETENCIES REQUIRED

Education, Experience and basic competences:

- University degree/diploma in Health, social or human sciences are desirable, specializations in HR, Psychology or related field would be an advantage.

- Experienced in diverse international contexts through assignments with voluntary humanitarian non-governmental organizations. At least 2-3 years International Field experience with MSF is highly desirable.
- Experience in placement and career advising, Mobility management/development is desirable.
- High knowledge and understanding of African contexts and cultures.
- Fluent in French and English
- Use of IT tools and Web 2.0 software
- Negotiation, Communication and interpersonal skills
- Commitment to MSF's Principles and behavioural commitments
- Flexibility
- Others: Availability to travel to the various recruitment areas or countries and high mobility within/out of West African region, and occasional travel outside the region.

CONDITIONS AND DEMANDS

CONDITIONS:

- Full-time position (100%), based in Dakar - Senegalese contract
- Starting date: September 2021 ASAP
- Open ended Contract – 3 years of commitment, renewable once, with a trial period of 3 months.
- Only short-listed candidates will be contacted

To apply: Please send your CV along with the motivation letter (mandatory) at:

<https://www.msf.fr/en/get-involved/work-with-us/all-employment-opportunities/career-advisor-manager-hf>

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- Application deadline: 05/09/2021
- **Remuneration and advantages on demanded**