

Médecins Sans Frontières – Operational Centre Barcelona and Athens- (MSF OCBA)

DIVERSITY, EQUITY AND INCLUSION LEAD

(Based in any MSF-OCBA hub)

GENERAL CONTEXT

Médecins Sans Frontières is an international independent medical-humanitarian organization, which offers assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

The MSF movement is built around five operational directorates supported by MSF's 21 sections, 24 associations and other offices together worldwide. MSF OCBA is one of those directorates. The operations are implemented by field teams and the mission coordination teams; together with the organizational units based in Barcelona, Athens and decentralised in Nairobi, Dakar and Amman. The field operations are guided and supported by 5 Operational Cells, the Emergency Unit and other departments supporting operations.

BACKGROUND AND POSITION OBJECTIVE

Diversity, Equity and Inclusion (DEI) is a key priority for MSF OCBA, as it has recently been stated in our new Strategic Orientations (2020-2023).

MSF OCBA is in the process of developing a glossary of terms related to DEI, but in the meantime, we are defining diversity, equity and inclusion as follows:

Diversity refers to different values, attitudes, cultural perspectives, beliefs, race, ethnicities, nationalities, sexual orientation, gender, disability, health, social and economic status, marital status, faith, skills, age, and other specific personal characteristics. Diversity characteristics vary from person to person and intersect, making each person unique.

Equity is the fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources. Tackling equity issues requires an understanding of the root causes of outcome disparities within our society.

Inclusion refers to the degree to which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate in processes, activities, development opportunities and decision-making within the organisation.

We are looking for a **Diversity, Equity and Inclusion Lead** that will advance MSF OCBA initiatives for improved diversity, equity and inclusion within the organization and our field operations. The DEI lead reports to the MSF OCBA General Director and works closely with the Transformation and Innovation Lead. The **Diversity, Equity and Inclusion Lead** is in charge of articulating a vision,

develop and implement a strategy on DEI, in line with OCBA Strategic Orientations and mainstreamed in field programs as well as workforce and workplaces policies and practices.

DUTIES AND RESPONSIBILITIES

Articulating a vision and defining a strategy

Through a participatory and inclusive process:

- ✓ Facilitate the articulation of a vision on Diversity, Equity and Inclusion for MSF OCBA, in line with OCBA Strategic Orientations (2020-2023).
- ✓ Coordinate the validation of definitions of key concepts related to DEI.
- ✓ Lead the design of a strategy and a roadmap/workplan on DEI for the coming 4 years, including setting up concrete goals to be achieved by the end of 2023 and metrics to measure the progress towards those goals.

Monitoring and Evaluation

- ✓ Finalize the development of a monitoring framework and system on DEI for OCBA.
- ✓ Coordinate/conduct needed baseline studies, in collaboration with the necessary departments.
- ✓ Coordinate the implementation of the monitoring system, including developing the necessary tools and compiling the necessary information from the different departments.
- ✓ Provide technical advice and support to integrate DEI in existing monitoring systems within MSF OCBA ensuring, that relevant programmatic and organizational data is sex-disaggregated and that data on other markers of inequality is being collected.

Implementing the DEI agenda and strategy

- ✓ Develop awareness raising, learning and dissemination activities for OCBA staff to contribute to increased education and awareness on DEI.
- ✓ Coordinates the review of existing processes, policies, rituals, systems, tools, spaces, etc. to identify obstacles that might constitute a barrier for DEI. Recommend possible changes and support the implementation of the agreed measures to overcome those obstacles.
- ✓ Lead the development of new processes, policies, rituals, systems, tools, spaces, etc. when needed to help advance the DEI agenda.
- ✓ Collaborate closely with the HR Department to put in place all the necessary workforce and workplace actions to advance the DEI agenda.
- ✓ Collaborate closely with the Operations, Logistics, Human Resources and Medical departments to identify gaps on DEI at programmatic level and to establish processes to overcome those gaps and integrate DEI in field operations, with a particular attention to intersectional gender analysis and gender mainstreaming.
- ✓ Collaborate closely with Transformation and Innovation Lead, Lead Ethics and Abuse and the Communications Department in all the process led by those departments related to DEI, particularly the implementation of *MSF OCBA Protocol for the prevention, detection and action in situations of workplace harassment* and the development of a Guide on Inclusive and gender-sensitive language.
- ✓ Support the implementations, coordinate the efforts of those involved and ensure global overview of all DEI initiatives across the house.

Mainstreaming gender:

- In charge of developing the gender agenda as described above for DEI.
- Liaison with OCBA gender group
- Ensuring we incorporate gender lenses in field operations, thus ensuring that access, safety and dignity for all is guaranteed

- Ensure we eliminate any gender-based barriers that limit access, participation, permanence and promotion of women in the organization

Liaison and internal communications

- ✓ Keep OCBA General Direction and Management Team informed on the advances on the DEI agenda and on potential risks and challenges.
- ✓ Actively participate in MSF OCBA informal working groups on gender, LGBTIQ+ rights and disability rights, and keep them involved in the implementation and monitoring of the DEI strategy.
- ✓ Provide regular updates for MSF OCBA staff and association regarding our work on DEI in different formats, regularly sharing updates and gathering input.
- ✓ Stay informed of DEI initiatives, best practices and conversations happening within the international context, in other humanitarian or developing organizations and in other sectors, and document/share information that is relevant for MSF OCBA or the wider movement.
- ✓ Identify and/or create collaborative circle of DEI focal points across MSF and across the humanitarian/NGO sector to allow mutual learning and collaboration. Link with the MSF movement to promote DEI and mainstream gender.

SELECTION CRITERIA

- A deep passion on Diversity, Equity and Inclusion issues
- Related Bachelor's or Master's Degree, or equivalent work experience
- Program management and monitoring and evaluation experience, particularly on gender equality, anti-racisms or disability rights programs
- Experience in developing programs, guidelines and/or tools on gender equality, and in intersectional gender analysis and gender mainstreaming
- Experience in transformation and change management
- Humanitarian/development experience desirable
- Diversity, Equity & Inclusion specific education will be valued

Competences:

- Commitment to MSF principles
- Cross-cultural awareness
- Leadership
- Analytic thinking
- Strategic vision
- Teamwork and cooperation
- Initiative and innovation
- Capacity to negotiate
- Networking and building relationships

CONDITIONS

- Location: based in Barcelona, Spain at the Médecins Sans Frontières Headquarters.
- Minimum commitment with the post of 3years.
- Full time job
- Annual gross salary: 45,157.80 € (divided in 12 monthly payments) + secondary benefits based on MSF OCBA Reward Policy.
- Starting date: Immediately

HOW TO APPLY

- Please, follow the link below and submit your **CV** and **cover letter**

[https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=1926&company=medicossin&userna
me=](https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=1926&company=medicossin&username=)

- Closing date: **31st May 2020, 23:59 CET (Central European Time)**
- Replies will only be sent to short-listed candidates

MSF is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidence.

MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life.

MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo reference checks.