

Médecins Sans Frontières (MSF) is an international humanitarian aid organization that provides assistance in more than 60 countries to populations in distress, to victims of natural or manmade disasters and to victims of armed conflicts, without discrimination and irrespective of origin, religion, creed or political affiliation.

HR Partner Field recentralisation programme (m/f/x)

21 Oct 2021

CONTEXT

Mid-2019, the Field Recentralization (FrC) initiative of MSF Belgium (OCB) started as a transformational change process that touches upon both cultural and structural changes, all pointing towards improving project autonomy. For more details on field recentralization see [here](#). This transformational initiative is intended to inspire the whole of OCB. Change Management is a component that needs to be continually reinforced in the overall process.

Mid 2021 the central African region is the second pilot, following the example of the southern African region. The operational management in South America & Europe started also reflecting on possible adaptations based on the same principles. All OCB operations will be impacted on a medium or longer term.

RESPONSIBILITIES

The field recentralization is an important change in the organization. It focuses on project autonomy, while rethinking the support given to the project teams and opening up for a different managerial culture and setup.

The consequences in terms of HR are very broad and need close finetuning with the HR department actors involved in key processes in order to make the new way of functioning successful.

There are four axes that need close attention:

1. Procedures and roles in terms of international staffing
2. Translation of Roles & Responsibilities in adapted Job Profiles
3. HR expertise and support to project & coordination/capital teams
4. The new type of setup and its human dimension

Procedures and roles in terms of international staffing

The key processes are:

1. Recruitment and matching
2. Deployment (mobility, hiring, staff health) and briefing / debriefing
3. Administration (IRFFG, contracts, mobility, exceptions, compensation & benefits)
4. Learning & development opportunities & implementation

Translation of Roles & Responsibilities in adapted Job Profiles

To evolve from a classic hierarchical chain, the adaptation of roles & responsibilities is essential and need to be translated in formats like Job Profiles.

The revision of roles & responsibilities at project, capital and headquarters level continuously needs step by step implementation, influences the communication lines and needs briefings for newly incoming staff.

HR expertise and support to project & coordination/capital teams: how to formalize new procedures/new ways of working

The key areas of HR expertise are:

1. People Development: develop tailor-made facilitation in close collaboration with the L&D Unit,
2. People management and people evaluation
3. Compensation and Benefits
4. Administration/IMU
5. Induction

The type of setup and its human dimension – collaboration with L&D unit

To evolve from a traditional hierarchical structure to a coaching posture in management of teams and operations, a long term and overarching changed mindset is needed and to be encouraged. In the review of roles & responsibilities, a more inclusive way of management & coaching posture is integrated.

An overarching ambition lies in the achievement of having the required capacities/competences at project & country level.

The 'raison d'être' of this position is to make sure that the 4 axes are taken into account in any new/ongoing field recentralization initiative and to make sure that the relevant actors of the HR department are involved in the design and implementation of the new support to the projects.

JOB PROFILE

This role is key in ensuring that all HR consequences, opportunities and challenges of the FrC are identified, that the **various HR policies, roles and procedures** are adapted to the changes and communicated in close collaboration with the FrC catalyst

team. In order to provide a real change, the positions at the project, country and regional levels have been reviewed for Southern Africa region and will be for the Central African & potentially other regions.

Furthermore, some processes such as the **matching process has been** reviewed and rewritten accordingly to match with the overarching objectives of the FrC initiative.

While the HR support does not have supervisory responsibility, this person works through many others in the organization to succeed at project, country, regional level and global **HQ** level. Her/his main counterparts are the HR managers in the projects, the HR teams at country/coordination level, the Cell / Regional Support Teams (RST), the HR **deparment** in OCB HQ and the FrC Catalyst team. Contacts with these partners will be mostly under a consultative/facilitator but pro-active mode as the changes should result in a broader acceptance by all MSF colleagues involved. The constant link between the **HR partner and Catalyst team is crucial**.

While the FrC has different objectives than the **Global workforce** agenda it is essential to understand the FrC as an opportunity to boost the responsibilities and the visibility of our **national colleagues** in the region for the sake of increasing the stability in the various teams. This should be kept in mind during the complete process.

The HR support is a key actor in the ongoing transition towards an HR support system with increased decision-making autonomy at project-level. He/she will also help to identify the roles that need to be adapted at the HQ/global level for the set up to be sustainable.

In close alignment with the outcomes of the FrC consultation rounds and with the MSF HR values and principles, the **main axes** to work on include:

- Connect in a pro-active way with HR interlocutors/expertise such as Comp & Ben, Rewards project, Recruitment, Pool Managers and Development Advisor teams, Learning and Development, Administration & staff health
- Lead/chair the implementation of HR change initiatives in the different regions with interlocutors at all levels (Project, Capital, cell/RST & HR dept)
 - 1/ Implementation of adapted matching process for International staff
 - 2/ Accompany transition HR.net from capital HR team to HR managers
 - 3/ HR mobility
 - 4/ HR development
 - 5/ Appropriation of adapted/new roles & responsibilities in the different regions including adapted JDs &
 - 6/ Promote a more transversal management leadership in the region,
- As HR expert, mirror for HR related topics with FrC team in connection with other depts/domains
- Connect with the OCB HR dept initiatives in this region (recruitment, learning and development, Abidjan training center...)

Role to work in close collaboration with the HR department, the teams in the regions (project, country and cells/RST) and the FrC Catalyst team

The above responsibilities apply to all regions equally: SnA (SA, Mozambique, Zimbabwe), CA (DRC, CAR, Burundi, Cameroon), LATAM (Brazil, Venezuela, new operations) and EU (Greece/Serbia, Belgium, Ukraine, Italy); taking into account the pace of FrC out roll is different from one region to another.

Proximity with the operational teams and hence travel within the regions should be possible (if relevant and feasible; decided with the FrC catalyst team)

REQUIREMENTS

Skills and Qualifications

- Recent MSF operational experience, project based (Project/Field Coordinator) preferably and/or HRCO
- Good knowledge of the OCB HR processes and tools
- Specific knowledge and experience on the Comp & Ben approach within MSF
- Understanding of the overall administrative implications and legal considerations linked to changes in roles and contractual issues (with support from national HR capacities in Region)
- Able to formulate new and innovative administrative solutions and help fast track for adoption
- Excellent active listening skills & ability to establish strong relationships; **coaching posture**
- Demonstrable commitment & belief in FrC principles (project autonomy, subsidiarity and related ways of working)
- Strong communication skills, both written and verbal in **French & English**
- Ability to clearly articulate messages to a variety of audiences
- Ability to influence others and move toward a common vision or goal
- Team player
- Acute understanding of organizational issues and challenges (related to change process)
- Willingness for mobility in the field

CONDITIONS

- Expected starting date: As soon as possible
- Contract type: 12 months fixed-term contract (CDD), full-time
- Location: based in Brussels with mobility (30 to 50%) in mainly central African region (DRC, CAR, Burundi)
- Salary according to MSF-OCB HQ grid – Hospital Insurance (DKV) – Pension Plan – 100% reimbursement for public transportation costs
- **Adhere to the MSF principles and to our managerial values: Respect, Transparency, Integrity, Accountability, Trust and Empowerment**
- **Adhere to the MSF Behavioral Commitments**

Deadline for applications: November 11th, 2021

How to apply?

Please, send your CV and cover letter to Recruit-HQ-DG@brussels.msf.org and mention “**HR Partner**” in the subject of your email.

Only shortlisted candidates will be contacted.

MSF values **diversity** and is committed to create an inclusive working environment. We welcome applications from all qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your personal data. For more information, [consult our privacy notice to job applicants](#).