OC00400
DEPUTY PROJECT COORDINATOR

Level 12

Reports to (Hierarchical)
Project Coordinator

Reports to (Functional)
Project Coordinator

Job Family
Operations

Main Purpose
The Project Coordinator (PC) delegates ad hoc some responsibilities to the Deputy Project Coordinator according to objective criteria taking into consideration sustainability in the treatment of the different dossiers. In general terms, the Deputy Project Coordinator will assist the PC in planning project's objectives and priorities, by identifying the population's health needs, analyzing the context, risks and constraints, and by calculating human and financial resources needed. He/she will contribute to the supervision, monitoring and follow-up together with the PC of all aspects of the projects in order to ensure its efficient and smooth functioning. He/she will replace the Project Coordinator in his/her absence.

Accountabilities
- Contribute to the analysis of the political, humanitarian, economic and social context in project area in order ensure that **MSF**'s charter, policies and image are respected with regards to national employees, populations, authorities and partners.
- Contributes to the planning, supervision, monitoring and follow-up, together with the PC, of all aspects of the projects, according to the project plan, MSF operational policy and main strategic lines.
- Participate in the security management in the project, updating the security guidelines.
- Upon request of the PC, represents MSF within the project limits (local authorities, media, governmental and non-governmental bodies, etc.) and negotiates collaboration agreements. Legal representation is not delegable unless legally backed up (powers of attorney, etc.)
- Support the PC in planning and organizing project's human resources, participate in their day-to-day management, in the induction of new staff, undertake evaluation of staff under his/her direct supervision and define training needs accordingly.
- Participate in exploratory missions according to the PC's indications, in order to better comprehend context, priorities, constraints and population needs.

Education

- Preferably a medical or paramedical qualification or university-level studies.
- For OCBA: Desirable degree in Project Management or HR Management.

Experience

- Essential previous experience of at least two years required in the field of humanitarian aid with MSF or other NGOs.
- Essential working experience in developing countries.

Languages

Mission language essential.

Knowledge

Essential computer literacy (word, excel and internet)

Competencies

- Strategic vision.
- Leadership.
- People Management.
- Planning.
- Teamwork.

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