OC02100A
OPERATIONAL DEPUTY HEAD OF MISSION / OPERATIONAL DEPUTY HEAD OF PROGRAMMES

Level 14

Reports to (Hierarchical)
Head of Mission/ Operational Manager (HQ)

Reports to (Functional)
Head of Mission/ Operational Manager (HQ)

Job Family
Operations

Main Purpose
Supporting the Head of Mission, through delegated tasks and responsibilities. Being responsible for MSF's operational response in the defined portfolio of projects. Coordinating MSF's program execution, identifying humanitarian challenges, representing MSF 's interests before third parties ensuring compliance to MSF's charter, ethical standards and policies as well as international and national laws and regulations, in order to realize organizational objectives and reach quality targets for the Mission. Replacing the Head of Mission in his/her absence.

Accountabilities
- Participating in the definition of the strategy of the mission and being responsible for the implementation of the ACP , the security management, the emergency response and the direct supervision of the projects he/she is in charge of. Supporting the PC and respective coordinators for the implementation of MSF policies and the AP and ensuring that MSF positioning is in line with the mission's policy and strategy
- Being responsible for providing leadership and strategic management, ensuring CMT support in the projects, the coordination between the departments at the coordination level and the effective functioning of the operational and medical lines. Filling in gaps for PCs as required within the mission
- Representing MSF towards other actors as delegated by the HoM and in support of the Project Coordinator when it comes to operational purposes of the projects he/she is in charge of. Ensuring the negotiation of appropriate humanitarian access with all relevant actors and the establishment and maintenance of an effective network of interlocutors in support of MSF's operational and humanitarian objectives. Participating in stake holder meetings and meetings with other actors, donors etc. relevant to the respective projects
- Being responsible for the monitoring and the analysis of the political context and its humanitarian and health implications as well as MSF's appropriate operational response and emergency preparedness. Participating in the development and review and ensuring the implementation of the Country Policy, including the timely identification of relevant needs as well as appropriate operational response, advocacy and communications.
- Being responsible for ensuring the planning and implementation of interventions according to MSF standards and protocols, their monitoring and evaluation, as well as their outcomes, ensuring timely preparation of project proposals and budgets and the adherence to internal and external reporting requirements

- Having financial and HR authorities (delegation from the HoM) for the projects he/she is in charge of, being responsible to ensure the appropriate planning and use of resources (human, financial, material) and the Donor reporting for projects managed by him/her, ensuring adherence to relevant administrative policies and procedures.
- Being responsible for the security of the staff and assets and contributing to the review, update, implementation of, and adherence to the Country Security Plan and Project Security Plans. Ensuring timely reporting, analysis and follow up of security incidents and the continued security awareness among staff

Education

- University degree or paramedical diploma desirable.

Experience

- At least two years in management positions in humanitarian aid
- Essential experience with MSF or other NGOs
- Essential working experience in developing countries
- Ability to communicate effectively with different actors

Languages

- Mission working language essential

Knowledge

- Essential computer literacy (word, excel and internet)

Competencies

- Strategic Vision L3
- Leadership L3
- Networking L4
- Cultural L4

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