OS01400
HUMANITARIAN AFFAIRS OFFICER

Level 8

Reports to (Hierarchical)
Head of Mission or Advocacy Manager

Reports to (Functional)
Head of Mission or Advocacy Manager

Job Family
Operations

Main Purpose
Contribute to the development of humanitarian affairs activities in the Mission by supporting the Management Coordination Team in the analysis of context, humanitarian situation, security and in the definition of advocacy strategies, according to **MSF** policies and values, in order to improve the humanitarian and human rights situation among population.

Accountabilities
- Perform data collection and research concerning local and international context, with regards to security, medical, nutritional and humanitarian issues, in order to provide reliable information for further decision-making.
- Support the Head of Mission and field coordinators in the analysis of the data collected, in order to better orientate the programmes and projects, to provide an optimal response to population needs.
- Compile regular updates of the ongoing (inter-)national activities and plans of NGO's, UN, ICRC, donors, authorities and other actors on lobby, policy and operational plans and initiatives in order to adequate **MSF** 's activities and objectives.
- Collaborate with the HoM, the Operational/Humanitarian Affairs Department at HQ and other relevant parties to develop a coherent global strategy, in order to address the humanitarian situation.
- Define and review messages, tools, lobbying activities and other advocacy action plans and strategies, in order to raise all humanitarian issues in the mission and seek assistance and protection to affected population.
- Ensure smooth working relationship with local authorities, other NGO's, local communities and other factors, in order to facilitate **MSF** teams a better access to the population and improve **MSF** activities' coordination with third parties.
- Organize discussions, trainings, briefings, etc. about human rights and humanitarian law issues and current and future advocacy activities, in order to raise awareness of **MSF** staff regarding these matters.
- Participates in the elaboration and updating of the Country Risk Analysis

- Promotes and assists in the implementation of advocacy activities locally, nationally and internationally.
- Supervises humanitarian affairs related staff in the Mission.

Education
Essential degree in Law, Humanitarian affairs, Political Sciences or related university degree.

Experience
- Essential previous working experience of at least two years in research, analysis and advocacy.
- Essential experience with MSF or other NGOs.
- Desirable working experience in developing countries.

Languages
Mission language essential. Local language desirable.

Knowledge
Essential computer literacy (word, excel and internet)

Competencies
- Results
- Teamwork
- Flexibility
- Commitment
- Stress Management

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