OC07600
HUMANITARIAN AFFAIRS COORDINATOR

Level 13

Reports to (Hierarchical)
Head of Mission / Head of Programmes

Reports to (Functional)
HQ Advocacy, Humanitarian Affairs Advisor or Reflection Unit

Job Family
Operations

Relations: Internal
Members of the Country cell (HQ), relevant staff in the country

Relations: External
Other NGOs, UN and other international agencies, MSF sections and partners, civil and military authorities, international donors.

Main Purpose
The Humanitarian Affairs Coordinator is responsible for all humanitarian affairs advocacy activities in the country in line with MSF policies and values, supported by and following the Operational line and the HQ Humanitarian Affairs or Reflection Unit. In collaboration with the Head of Mission and Medical Coordinator, contributes to overall country strategy and defines the country's advocacy strategy. Coordinates and identifies humanitarian challenges, represents MSF's interests where delegated by the Head of Mission before third parties. Ensures compliance to MSF's charter and protects MSF's identity.

The Humanitarian Affairs Coordinator is a member of the Country Management Team (CMT) and acts as a sparring-partner for all operational and medical teams.

Responsible in coordination with Head of Mission, Medical Coordinator and Project coordinators for supporting the identification of the population's health needs and the humanitarian issues at stake. Assisting in the realization of organizational objectives to improve the target population's health conditions and humanitarian situation.

Accountabilities

- Contribute and provide strategic and analytical input to the country-wide strategy; including the Country Policy and Annual Plan.
- Leading, defining and coordinating all MSF humanitarian affairs and advocacy activities for the country team, including driving positioning and identification of humanitarian issues of concern to MSF, and ensuring that advocacy components are included in project and country operational strategies as member of the Country Management Team (CMT).
- Develop, lead and coordinate country-level data collection (under MSF ethical guidelines) for humanitarian affairs and advocacy purposes.
- Representing MSF where delegated by the Head of Mission towards other actors at national level, and supporting the PC with representation at local level.
- Drive and contribute to the monitoring and analysis of the political, humanitarian and medical situation in the country and in the region.
- Lead on strengthening the integration of humanitarian affairs (analysis, critical reflection, contextual understanding) in country talking points and internal/external reports.
- Lead in bearing witness, documenting and raising awareness for the target populations needs/distress.
- Lead in defining and implementing MSF's humanitarian advocacy approach towards key players (state and non-state). Define and implement the best strategy to push MSF's messages, concerns, analysis and operational issues.
- Coordinate the compilation of regular updates of the ongoing activities, plans and policies of NGO's, UN, ICRC, donors, authorities and other relevant actors, in order to inform MSF's operations and advocacy.
- Supervises, manages and develops humanitarian affairs staff under his/ her direct responsibility.
- Plans and supervise, in close coordination with the Coordinator/HR department, the associated processes (recruitment, training, performance management, development and internal communication), of the appropriate staff to ensure both the sizing and amount of necessary knowledge.

DATA COLLECTION – ANALYSIS

- Lead the design and support the implementation of data collection systems with regards to the country context (focus on national level with potential regional/global repercussions, and local developments in project locations), and medical-humanitarian issues, in order to provide reliable information for operational and strategic decision-making.
- Coordinate data and discourse analysis in support of the Head of Mission to inform MSF positioning in-country (project-level and at national level), particularly in terms of political / operational environment (regulation frameworks, donor/aid agreements, trade and economic developments).
- Coordinate actor mapping and stakeholders' analysis on behalf of projects and country team, while providing guidance / support to PCs for the management of relations with local authorities, and stra-tegic advice to Head of Mission / Medical Co for national-level organizational positioning.

REPRESENTATION - COMMUNICATION

- Develop a network of key contacts among a wide range of state and non-state actors, useful for MSF operations.
- Support networking needs by driving and participating in representation duties in non-project loca-tions (on delegation from the Head of Mission), including with domestic civil society, professional groups (doctors'/nurses' associations), and local academics/universities.
- Coordinate linking with other MSF sections in-country to share analysis, define common positions and develop inter-OC advocacy initiatives.
- Coordinate and interact where relevant with the international MSF advocacy network (reflection cen-tres, the HRT network, the MSF Access Campaign, etc.) to provide updated contextualized medical-humanitarian content and support on defining tailored advocacy strategies and messages.
- Lead and drive discussions, trainings, briefings, etc. on the country's medical-humanitarian context, MSF principles, international humanitarian law, medical ethics, and advocacy activities/strategies to raise awareness of all MSF staff on these topics.
- Coordinate the development and review of messages, tools, lobbying activities and other advocacy action plans and strategies, in order to raise all humanitarian issues and seek assistance and protec-tion to affected population.
- Participate in the elaboration and updating of the Country Risk Analysis.

ON REQUEST

- Undertake in-country assessments (in relation to data gathering/context analysis or exploratory trips) and other work-related traveling as required.

Education

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

Experience

Essential:

- Working experience of at least five years in humanitarian affairs, research, analysis or advocacy.
- Experience with MSF or other NGOs.
- Working experience in developing countries.

Languages

- Essential: Fluent in written & spoken English and Country team working language. Fluent in local language is a plus.

Knowledge

Essential: computer literacy (word, excel and internet)

Competencies

- Commitment to MSF’s Principles L3
- Planning and Organising L2
- Analytical Thinking L4
- Strategic Vision L3
- Teamwork and Cooperation L3
- Networking L3
- Leadership L3
- People Management and Development L2

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