



## **MEDECINS SANS FRONTIERES/DOCTORS WITHOUT BORDERS UK**

### **JOB DESCRIPTION**

**Job Title:** Research Assistant

**Department:** Programmes Unit

**Hours:** 40 hours per week

**Reports to:** Health Policy Advisor

**Location:** London

**Duration:** 6 weeks fixed term contract

**Salary Grade:** 2.1

**Salary:** £31,490.55 (Non-London weighting £27,990.55) per annum

### **MÉDECINS SANS FRONTIÈRES/DOCTORS WITHOUT BORDERS (MSF)**

Médecins Sans Frontières/Doctors Without Borders (MSF) provides life-saving emergency relief and longer-term medical care to some of the most vulnerable and excluded communities around the world. As an international medical humanitarian organisation, we deliver care based only on need, regardless of ethnic origin, gender, religion or political affiliation.

MSF has around 40,000 local and international staff working in over 70 countries, in some of the most challenging places in the world. Our medical humanitarian projects are supported by teams in 32 countries, including the UK, spread across Europe, North and South America, Asia, Africa and Australasia.

At MSF UK, we support MSF's operations by building relationships with our supporters, increasing awareness of our work, raising funds, providing specialist medical expertise, catalysing change on medical humanitarian issues and recruiting field staff. MSF UK personnel are dynamic, hard-working, enthusiastic and committed to MSF's values and aims.

### **THE PROGRAMMES UNIT**

The Programmes Unit (PU) forms a field-experienced team working in support of MSF operations, policy and practice in the humanitarian arena. This work is accomplished through analysis, research, representation, and advocacy relevant to MSF's work in the field and/or out of the greater medical-humanitarian context. Our work is derived from and informed by concerns that emanate from our field projects. The unit capitalises on MSF-UK's positioning in London/UK and proximity to institutions and individuals that help to shape the environments in which we work.

The UK is a key player in humanitarian and global health issues. Both governmental and non-governmental actors (including both the private and the NGO sector) play important roles in international politics; the funding and delivery of humanitarian assistance; and the development of international health policy and delivery of healthcare. MSF, as a leading provider of independent, medical humanitarian assistance, can make a critical, distinct, and influential contribution to these debates, as well as bringing key points back to inform our own practice. The work of the Programmes Unit is central to establishing MSF as a credible and critical voice within the UK environment.

MSF UK sits within a confluence of multiple internal operational, advocacy, analysis, and external engagement workstreams, either directly through or on behalf of MSF operational centres (OCs), the Humanitarian Representation Team (HRT), and/or the Access Campaign (AC). The subject matter at hand is vast and varied involving the maintenance of several different working relationships with a broad network of interlocutors.

## **UK Global Health Expertise**

As a partner section based in London, MSF UK benefits from the colocation of a number of key Global Health actors, including world class universities and research institutions, centres of health policy and international development expertise, life sciences and bio-medical/bio-tech industries, and vibrant not-for-profit sector<sup>1</sup>.

## **About the Programmes Unit**

Internationally the Humanitarian Representative forms part of MSF's Humanitarian Representation Team (HRT) Secretariat and the Health Policy Adviser provides support to the Access Campaign (AC) and Global Health Actors Network (GHAN).

The PU stimulates internal discussion, supports movement-level reflection projects, and maintains close contact with counterparts in the various reflection centres.

Through its work the Programmes Unit endeavours to accomplish 3 key activities:

1. Strategically bring to bear MSF's experience as an independent provider of medical humanitarian assistance within UK Health, Humanitarian, and Government networks.
2. Analyse and promote within MSF UK, OCA, and the wider MSF movement key global health and humanitarian opportunities and issues touching MSF operations, policy or practice in the UK.
3. Augment the reputation and effectiveness of MSF UK, to maximise its impact both within the UK arena and within the movement.

## **JOB PURPOSE**

This role assists in the analysis and development of MSF UK's Global Health engagement strategy to improve pro-active identification of opportunities for constructive engagement around a selection of key issues that align for both MSF operations and the UK environment's actors. The role will support the Programmes Unit in—highlighting logical relationship overlaps between the two as a basis for a strategic framework for MSF global health engagement the UK.

## **MAIN DUTIES AND RESPONSIBILITIES**

- i. Establish work calendar and timeline for key outputs.
- ii. Conduct a literature review of key documents, to map of areas of intersect and mutual interest among:
  - o MSF (including AC) 2020-2023 strategic plans / direction.
  - o UK government (DFID, DHSC, PHE, BEIS) global health strategic engagement and hard/soft power influence e.g. via financial flows to multilateral and bilateral institutions.
  - o Areas of concentrated and/or protracted GH engagement of UK Parliamentarians and UK based health and humanitarian actors.

---

<sup>1</sup> APPG on Global Health June 2015.

- iii. Design and conduct interviews with key internal and external interlocutors to collect and collate opinions on UK GH environment and key areas of influence, including:
  - *Internal:* MSF UK (Programmes Unit, Manson Unit, Communications Dept, Executive Direction), MSF GHAN and Access Campaign, MSF Technical Working Group Leads.
  - *External (TBC):* Action for Global Health (AfGH); STOPAIDS; RESULTS UK; Oxfam/Save/IRC/BR; Wellcome Trust; Relevant DFAC Health Advisors; Relevant APPGs
- iv. Guide the creation of a decision matrix to assess most fruitful areas of GH engagement for MSF operational advocacy and make recommendations for priority areas of focus in the current and near future environment.
- v. Produce a stakeholder mapping/ framework for MSF strategic advocacy in the UK.

*Please note that this list is indicative of the key responsibilities of this role but is by no means exhaustive. MSF is an emergency organisation and a 'Can do' attitude and flexibility to take on other related tasks is essential. This job description does not form part of the contract of employment.*

## **PERSON SPECIFICATION**

### **Knowledge, skills and expertise**

#### **Essential**

- Knowledge/experience of current issues relating to global health, access to medicines and healthcare.
- Understanding of how global health policies and guidelines are developed
- Have a good understanding of the key health actors based in the UK that impact upon international medical humanitarian programming and actors such as MSF.
- To understand the UK environment and government (foreign policy and/or funding) that impact global health.
- Previous experience of conducting research/analyses to guide strategy.
- Strong organisational skills with experience of managing multiple tasks.
- Ability to work independently; capacity to take initiatives and seize opportunities.
- Computer literate (Word, Excel, Internet)
- Demonstrable understanding of and commitment to humanitarian issues and to the aims and values of MSF.
- Fluency in English

#### **Desirable:**

- Postgraduate qualification or equivalent experience in a global health or related health field.
- Field experience with MSF or similar organisation working in low-resource settings;
- Experience of UK directed advocacy work related to health issues with relevant policy makers, NGOs, academics in the UK.
- Spoken and written French.

**Candidates must hold an appropriate passport or permit to work in the UK.**

**MSF UK is an equal opportunities employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage applications from all sections of our diverse community.**

## **HOW TO APPLY**

Please apply on our website by submitting a copy of your CV together with a letter of motivation by the closing date.

### **Application checklist**

Please check that you have included the following in your application:

- An up-to-date CV
- Letter of Motivation, which is a supporting statement demonstrating how you meet the key requirements of the role

### **Recruitment timetable:**

- Closing date for applications: 1 December 2020, 11.59pm (GMT)
- Interviews: to be confirmed
- Preferred start date: as soon as possible