



## APPLICATION INFORMATION PACK

<b>JOB TITLE:</b>	Humanitarian Affairs Assistant
<b>DEPARTMENT:</b>	HAARP Unit
<b>HOURS:</b>	37.5 hours per week, Mon-Fri
<b>LENGTH OF CONTRACT:</b>	Fixed-Term – 12 Months
<b>LOCATION:</b>	London
<b>REPORTS TO (JOB TITLE):</b>	Director of HAARP
<b>SALARY:</b>	Salary: £32,869.50 per annum Internal salary grade: 13:1
<b>BENEFITS:</b>	<p>28 day's annual holiday entitlement (pro rata for part time staff) plus Public/ Bank Holidays.</p> <p>MSF UK currently provides an employer pension contribution of 10% of salary after 3 months continuous employment.</p> <p>Access to independent, free and confidential 24/7 advice on a range of issues, including personal relationships, mental health, bereavement, finances, childcare or work-related issues.</p> <p>Cycle Scheme or Bike Loans available.</p> <p>Group Life insurance currently set at a minimum of 4x basic salary.</p>

### **OVERVIEW OF DEPARTMENT**

The HAARP 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. Lying at the heart of MSF-UK/IE's strategic plan, the work of the HAARP is central to establishing MSF as a credible and critical voice within the UK environment.

## **JOB PURPOSE**

This position is a development opportunity designed to support the postholder, through working in the UK office to obtain the necessary training and experience required for a higher-level field placement position related to higher level humanitarian affairs including advocacy, representative roles and also facilitation for potential validation for the future roles (e.g., as a Human Affairs Officer) if available.

Working closely with the Director of HAARP/Humanitarian Representative of MSF-UK and HAARP Unit, the postholder will support MSF UK with the day-to-day advocacy and representation work in the HAARP including maintaining and building close working relationships with LEAP, HR Field, and the supporting OC department, as part of the individual training plan.

One of the major components of this role is through exposure to MSF, humanitarian affairs, advocacy, and representation, as well as to have a six-week placement within an OCA mission. The postholder will spend 6 weeks in a field mission on a placement arranged with the supporting Operational Centre and will be provided with a tailor-made training plan made in collaboration with the supporting OC, UK HR, and HAARP.

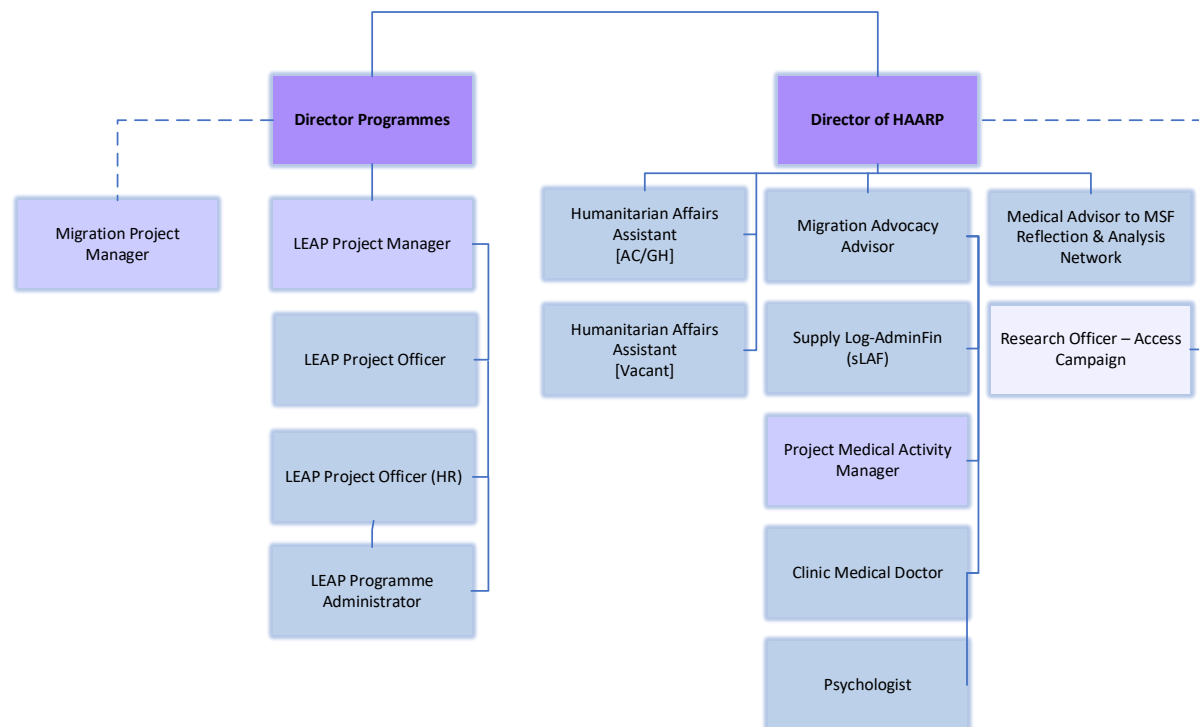
Outside of the training post, this role provides support to the HAARP unit within the MSF UK office, through regular parliamentary scoping, sharing of relevant information for the team.

## **DIMENSIONS**

The role has no direct/indirect line management responsibilities or others.

## **ORGANISATIONAL STRUCTURE**

*Attach an anonymised organisational chart showing where this job sits and the jobs immediately around it*



## **CONTEXT**

The HAARP (Humanitarian Advocacy Analysis Representation and Policy) – Unit UK facilitates access to and understanding of, the UK environment, its actors, policies, practices, and scope of influence as it relates to issues relevant to MSF’s medical-humanitarian operations, analysis, and advocacy.

Working closely with the Humanitarian Representative of MSF-UK and the rest of the HAARP, the postholder will support MSF UK with the day-to-day advocacy and representation work in the HAARP including maintaining and building close working relationships with LEAP, HR Field and the supporting OC department, as part of the individual training plan.

## **ACCOUNTABILITIES**

- The post holder is responsible for providing support for the day-to-day advocacy and representation work in the HAARP.
- Administrative tasks (including meeting minutes), and drafting documents (such as briefings, analysis papers, letters etc.) for review and use by the team.
- Organisational support to the HAARP unit, including keeping databases (e.g., contact lists) up to date, monthly updates etc. + other support as needed (research, events).
- Monitor and provide analysis and research regarding what is happening internally within the UK (Government, Parliament, UK organisations within the sector) and externally to inform and challenge the other work streams in the HAARP and the wider movement.
- Take notes for internal meetings, including Edesk Interdesk and working groups established by HAARP members, to ensure communication from internal meetings are recorded and shared with the wider network on time and ensures.
- Produce, draft and edit material for external and internal use to allow the other members of the HAARP team to validate these for wider use.
- Attend external meetings with HRT UK and HAARP team members or as an observer and provide feedback to the team to widen networking opportunities for MSF UK and the HAARP.
- Support other departments on request e.g. Human Resources -MSF-UK Induction Days, fundraising and major donor events

## **KEY PERFORMANCE INDICATORS**

- Coordinate and focus on projects by working collaboratively with team on allocated schedules and identify and report issues or concerns to the programmes team to prevent potential risks and time delays in meeting completion of projects.
- Develop new and creative strategies to ensure established standards and procedures are maintained and support continued investment in research requirements.
- Ensure administrative tasks are completed (for review and validated by the team, within specific timelines.
- Ensure weekly Parliament scouping (both current week and following week) are keep up to date with communication channels including external - Parliament, Government and supporters.
- Conduct a yearly analysis of the UK political environment in coordination with the HAARP department.
- Monthly HAARP ‘sitrep’ Report
- Produce draft letters and documents for the HAARP on time and at a good quality when needed. Attend one external meeting per month.
- Draft high-quality draft Interdesk meeting notes within 2 days for a regular meeting and 1 day for an ongoing emergency- of a meeting taking place.
- Ensure the contact list is maintained and kept updated.

- Maintain commitment to the aims and values of MSF through proactive involvement in and attendance at ongoing MSF-UK/IE and wider movement activities, by going on a six-week placement within an OCA mission.
- Create, develop, and maintain good working relationships with colleagues and all stakeholders, liaising and supporting the teams in the mapping and interacting with key external actors making independent decisions where impact is primarily immediate.

- Attend a six-week detachment to an MSF mission.
- Successful validation as an HAO following the UK HR validation process.

### **CHALLENGE & CREATIVITY / DECISION-MAKING**

- The position holder needs to work at a fast pace and be flexible and adaptable to different changes.
- The position needs to be open, unbiased, and adjust or readjust and continue to analyse every changing and evolving situation within the UK political dynamics.
- Although, this position encourages a proactive approach to own learning and taking future opportunities there needs to be a careful balance to ensure work requirements are met.

### **KNOWLEDGE, SKILLS & EXPERIENCE**

- A degree in a (Law, Humanitarian affairs, Political Sciences, Public Health/ Health Sciences or related university degree) or relevant profession qualification
- Previous or current work experience working with MSF; within a field project or coordination) and/or in a regional hub context at IRFFG range Level 5 and Level 7
- Good understanding of current humanitarian issues
- Demonstrable organisational and communication skills
- Strong interpersonal skills and ability to work collaboratively.
- Excellent drafting, written communication and editing skills and ability to show ability to critical analysis.
- A high level of accuracy and the ability to pay attention to detail.
- Ability to work independently; capacity to take initiatives and seize opportunities.
- Ability to prioritise, work under pressure to tight deadlines and demonstrated good ability to multi-task.
- Commitment to the aims and values of MSF
- Willingness to work for MSF in field locations.
- Fluent English written and verbal.
- Computer literate (Word, Excel, Internet)

## **COMPETENCIES**

### **Leadership Values**

#### **Respect:**

Acting/behaving in a way that shows you care about the other's feelings and well-being.

Value colleagues as human beings, demonstrated through equal respect for staff at all levels and across the whole movement.

Inclusive, listen to colleagues and respect their views.

#### **Integrity:**

Adherence to MSFs principles and ethics, reflected in transparent honesty and complete harmony in what one thinks, says, and does.

Provides colleagues and direct reports with open and honest feedback that promotes personal development.

Demonstrates inclusiveness, acceptance, and appreciation to all staff.

#### **Humanity:**

Is people-driven, appreciative, compassionate, and caring with staff?

Identify developmental needs and behavioural changes needed through data and conversations, while advise on possible solutions to support teams.

Builds strong working relationships with colleagues and other stakeholders.

#### **Accountability:**

The responsibility of the individual for her/his activities, accepting responsibility for them, and disclosing the results in a transparent manner

Take responsibility and ownership for own work.

Admit mistakes, misjudgements or errors and immediately informs others when unable to meet a commitment and seek help when needed.

Communicate clearly with staff and other stakeholders.

#### **Empowerment:**

Openness to continue one's own development and to support the development of team members.

Inspires and develops people. Encourages and supports individual and team learning.

Coach colleagues when needed, working with them to support them in their development to succeed in the organisation.

Collaborate with colleagues to find the best solution to support their team.

## HOW TO APPLY

Please apply on our website by submitting a copy of your **CV** together with a **letter of motivation (please upload as one document)** by the closing date.

*Incomplete applications will not be considered.*

### 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: 5 July 2024 23:59 (BST)**
- **First round interviews: Approximately mid-July 2024 (TBC)**

## ADDITIONAL INFORMATION

### Accessibility

We are committed to removing barriers for people with specific accessibility needs. If you need an adjustment to the recruitment process to be considered for the role, please let us know by contacting [recruitment.UK@london.msf.org](mailto:recruitment.UK@london.msf.org)

Examples of adjustments we can make:

- offering you an alternative if you are unable to use our online application system
- providing necessary information, such as the job description or assessment materials, in an alternate format
- allowing you to have someone with you during an interview for example, a Sign Language interpreter.

### Diversity, Equity and Inclusion

We are a welcoming, diverse, and inclusive organisation. MSF UK thrives when everyone feels comfortable bringing their best self to work. We celebrate difference, whilst striving to create an environment where colleagues feel respected and valued for their unique potential. We are committed to our values on equity, diversity, and inclusion. Please read our [Equality & Diversity policy](#) for more information.

**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.**

## **Safeguarding**

MSF UK/IE is dedicated to safeguarding everyone who comes into contact with the organisation, for whatever reason and however brief. All posts are subject to safer recruitment process which include robust reference requests, scrutiny of employment history and where applicable criminal record and barring checks.

Our safeguarding commitment is underpinned by policies and procedures which encourage and promote safe working practice across the organisation. On joining MSF UK/IE you will be required to attend safeguarding training to ensure responsibility for and maintaining safe working practice and to safeguard our teams, beneficiaries, and communities.

## **Right to work in the UK**

**Candidates must have the right to work in the UK.** Please [click here](#) to check whether you have the right to work in the UK. If you would like to discuss your right to work status further, please contact [recruitment.UK@london.msf.org](mailto:recruitment.UK@london.msf.org).

For questions, issues or further information, please contact [Recruitment.UK@london.msf.org](mailto:Recruitment.UK@london.msf.org).

We look forward to receiving your application!