



MEDECINS SANS FRONTIERES / DOCTORS WITHOUT BORDERS (MSF) UK

JOB DESCRIPTION

Job Title: Humanitarian Affairs Assistant (Field Pathway)

Department: Programmes Department

Reports to: Humanitarian Representative (Team Leader Programmes Unit)

Location: London

Duration: 18 months Fixed Term Contract

Hours: 40 hours per week

Salary Grade: 3.1

Salary: £37,333.61 per annum (non-London weighting £33,833.61)

MEDECINS SANS FRONTIERES UK

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 independent medical humanitarian organisation, we deliver care based only on need, regardless of ethnic origin, gender, religion or political affiliation.

MSF relies on donations from private individuals and organisations for the majority of its income. This private funding gives MSF the freedom to respond where needs are greatest and to speak out publicly, free from any political interference.

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.

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. Lying at the heart of MSF-

UK/IE's strategic plan, the work of the Programmes Unit is central to establishing MSF as a credible and critical voice within the UK environment.

The PU works in support of OCA, the Access Campaign and the MSF wider movement. For OCA, the Programmes Unit supports the Operations, OSCAR, the Reflection and Analysis Unit, and the Public Health Department. Since mid-2020 Climate and Environmental Health has become a dedicated area - seeking to support MSF operations to better identify and address the health and social consequences of climate change and environmental degradation for vulnerable patients and populations in MSF project locations. In 2021 AMR will become a dedicated file with dedicated resources for OCA based within Programmes Unit.

Internationally the Humanitarian Representative forms part of MSF's Humanitarian Representation Team (HRT) Secretariat and the Health Policy Advisor coordinates the MSF Global Health Actors Network (GHAN) and covers Climate and Environmental Health internationally. The Access Campaign Policy Advisor provides support to the Access Campaign (AC). The PU stimulates internal discussion, supports movement-level reflection projects, and maintains close contact with counterparts in the various reflection centres.

Within the MSF movement, the Programmes Unit seeks to grow understanding of the UK and its sphere of influence as a global player in health and humanitarian action; especially within the current political/EU changes in 2019. To highlight the unique position of MSF UK to advocate on behalf of populations in distress; and to use MSF's experience to influence political trends and practices conceptualised or promulgated by the UK.

JOB PURPOSE

- To support the day to day advocacy and representation work in the PU
- A training opportunity, through working in the office, formal and informal training and a field placement which may lead to validation to be able to work in the field with MSF as a Humanitarian Affairs Officer (HAO)

POSITION WITHIN MSF

- Hierarchically reports to the Humanitarian Advisor of MSF-UK and works with rest of the PU.
- Maintains a close working relationship with LEAP, HR Field and OCA OSCAR department as part of their training plan.

MAIN DUTIES AND RESPONSIBILITIES

- To monitor and analyse what is happening in Parliament, Whitehall, Think Tanks, Foundations, Media (Social Media, Press, Blogs) and other relevant actors - highlighting opportunities and trends to ensure that MSF can track what is happening in the UK , to look for opportunities for interaction and any development of concern which would impact MSFs operations or the people we serve.
- To provide advice and analysis to the Humanitarian Representative, Strategic Advisor and Health Policy Advisor (CCEH) regarding positioning and messaging in order to inform how MSF in the UKs strategy.
- To produce, draft and edit material for external use (briefing papers, letters, emails and Parliamentary Questions) that we can share with Parliament, Government and our supporters to share information and to push externally issues which MSF wants to highlight or change.
- To produce, draft, and edit material for internal use (internal bulletins, reports, strategy and planning documents) for the PU to be shared with the office and wider movement in order to highlight the work of the PU and future opportunities for the UK and the wider MSF movement.
- To attend external meetings with one of the PU team or as an observer and providing feedback to team members to gain an understanding of the external environment which will then feed into the UK strategy.

- To conduct research pieces for the PU as needed to provide additional analysis on the UK environment or a specific topic of interest to MSF.
- To provide organisational support to the Global Health Actors Network (GHAN) through arranging meetings, writing notes from the calls and monitoring the GHAN SharePoint to ensure the effective distribution of information to the network.
- To provide administrative support for the Emergency Desk Interdesk through writing notes from the calls to ensure that all the operational desk have the required information and outcomes from the meetings.
- To ensure that the PU networking lists is updated so that we have a real time list of external contacts.
- To support the PU with the practical organisational tasks for meetings, seminars, events or campaign-related coordination (e.g. writing letters) support the other members of the PU in their roles and responsibilities.
- To write up notes and minutes from internal and external meeting to ensure the effective communication between individuals and departments.
- Collaborate with MSF-UK/IE colleagues in the promotion of debate and discussion on operational issues within the office and association.
- To support other departments on request e.g. Human Resources, MSF-UK Induction Days, fundraising and major donor events for example.
- To maintain commitment to the aims and values of MSF through proactive involvement in and attendance at ongoing MSF-UK/IE and wider movement activities.

Training Opportunity

- 6 weeks in the field on a placement arranged with OCA OSCAR department.
- 1 or 2 masters level modules through the MSF [LEAP Programme \(www.msfleap.org.uk\)](http://www.msfleap.org.uk).
- A tailor-made training plan made in collaboration with OCA OSCAR, UK HR, and PU. Validation for being accepted into the HAO pool at 12 months.
- Opportunity to be accepted to the HAO field pool in OCA for field assignment after 18 month and successful completion of the training plan and positive feedback from field placement.

PERSON SPECIFICATION

Essential requirements:

- Essential degree in Law, Humanitarian affairs, Political Sciences or related university degree
- A demonstrable willingness to work with MSF as a Humanitarian Affairs Officer
- A demonstrable understanding of and commitment to humanitarian issues
- Experience living or working overseas in a low resource setting
- Good understanding of current humanitarian issues
- Excellent organisational and communication skills
- Great interpersonal skills
- Good writing skills, showing ability to critically analysis
- Ability to work independently; capacity to take initiatives and seize opportunities
- Ability to work under pressure to tight deadlines and demonstrate good ability to multi-task
- Commitment to the aims and values of MSF
- Fluency in English
- Excellent IT skills

Additional Field Focused requirements:

- Willingness to travel in unstable security environments both as part as the field placement and as a possible future HAO.

- Can deal with most situations likely to arise while travelling in an area where one doesn't speak the local language.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

Desirable requirements:

- Work experience in a development context of more than 3 months
- Experience and good knowledge of the UK political or global health scene
- B2 or higher French and/or C1 or higher Arabic

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

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: 21st May 2021, 11.59pm (BST)**
- **Interviews: to be confirmed**
- **Potential start date: Mid-July 2021**