

**Médecins Sans Frontières Spain – OCBA
(Operational Centre Barcelona and Athens) is
looking for a:**

HUMAN RESOURCES DIRECTOR (BASED IN ANY OCBA-HUB)

Do your skills and experience not precisely match the requirements? MSF-OCBA is an organization committed to promoting diversity and equity by providing equal access to professional opportunities. We understand that women, people of color, indigenous individuals, members of the LGTB+ community, and other underrepresented groups often hesitate to apply for employment if they don't meet all the requirements. At MSF-OCBA, we strive to create a diverse, inclusive, and genuine workplace. Therefore, if you're interested in this position but your experience doesn't align perfectly with the selection criteria, we encourage you to apply anyway. You might be the ideal candidate for this or other positions.

GENERAL CONTEXT

Médecins Sans Frontières is an international independent medical-humanitarian organization, which offers assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

PURPOSE OF THE POSITION

Reporting to the General Director (GD), the Director of Human Resources (HRD) drives culture and people strategies to ensure the long-term people needs for MSF OCBA to achieve its Social Mission ambitions and strategic objectives as dictated by OCBA Strategic Plan.

The HRD is responsible to build and maintain a culture and practice that enables trust and empowerment of MSF staff and to ensure the wellbeing of the people working with MSF as an organizational priority and a prerequisite for the mission of MSF OCBA to be successful.

The HRD is a key member of MSF OCBA Management Team, and of the International Human Resources Platform (IDRH). S/he acts as advisor to the General Director in themes and cases of specific sensitiveness. The HRD is responsible for the management and overall direction of HR Department, and its structural revision whenever deemed necessary.

The HR Department in OCBA has more than 80 staff organized to provide the most adapted support to field activities and is divided into three main areas that encompass the different units and services of the department:

- On boarding & deployment (O&D) coordinating three units: People Administration and Labour Relationship, Rewards and Travel Unit.
- Staff Care (SC) coordinating Psychosocial support and staff health unit for the global workforce.
- Learning & Development (L&D) integrating Recruitment and Pool Management Service, Learning Unit, and Team Performance Support Unit.

The HRD is currently the direct manager of the Head of Onboarding & Deployment, Staff Care and Learning & Development; and is directly supervising the HR Data Manager and the HR Conflict Manager. The Head of Onboarding and Deployment is at the same time the HQ and F2F HR Referent and the Head of Learning and Development is the Deputy HR Director and the Field HR Referent.

DUTIES AND RESPONSIBILITIES

- **Management team**
 - With the support of the GD and the Management Team, leads the design, implementation, and communication of a common People (Staff) vision and strategy for MSF OCBA.
 - Participates in the Organisation's Management Team (MT) and in the analysis and definition of MSF policies, strategies, and stances.
 - Ensure that external/internal risks and opportunities for MSF HR are taken into account in HR planning and in the organization Risk Management.
 - It is part of the Decision-Making Authority in disciplinary and behavioural processes and is responsible to ensure proportional and fair sanctions, mitigation measures and next steps for all typologies.
 - It is part of OCBA Medical Professional Commission and MPC case management.
- **HR Department**
 - Leads the development of proactive and meaningful strategies and solutions in organizational development, HR planning, integrated recruitment and talent management, compensation and benefits and employee relations.
 - Leads and manages the HR department staff, setting the example for a collaborative and professional team culture.

- Drives the creation of a positive and inclusive working culture that maximizes staff engagement and nurtures a culture of health and wellness for all staff.
 - Continually advances efforts toward the highest standards of 'duty of care' for MSF staff.
 - Collaborates effectively with OCBA Behaviour Committee and Abuse Lead to guarantee all necessary activities to prevent abuse and discrimination within the organization and to streamline the management of such cases when occurring.
 - Defines guidelines and undertaking the actions needed to ensure MSF generates the resources and capacities needed in the short, mid, and long term, by developing people and framing its deployment
 - Guides the development, implementation, and assessment of learning and development programs aiming at guaranteeing excellence and access in this key domain.
 - Anticipates and responds to the ever-changing labor landscape, analyzing internal and external trends and where appropriate, translates findings into actions in order to guarantee compliance to laws and regulations.
 - Supports leadership development and change management processes in the organization and advises other Directors about people management.
 - Makes recommendations and workforce planning and staffing strategies to meet future MSF operational needs.
 - Defines and allocates resources and budgets for the Department and following up expenses.
 - Embraces transformation and innovation, continuous learning, and leveraging HR technology to improve employee experience and organizational effectiveness.
 - Provides strategic positioning on needs and decisions around HR systems and applications (HRIS, Homere...) and ensures tailored and high-quality HR data and reports (Power BI) to support decision making at organisational level.
 - Actively coordinates with HR Directors pertaining directly or indirectly with the OCBA Network (Nairobi, Dakar HR Unit, Amman, Bogotá) and other Partner Sections (HR 29).
- **Movement level**
 - As member of the IDRH leads the movement's effort to put people at the centre of the organization strategies and goals.

- Leads the development and coordinates strategic frameworks and reflections that guide the MSF HR network and to manages the duties delegated by the EXCOM such as the running or collaboration in specified international projects (Rewards Review, ICO, SPARC, etc.)
- Aims at establishing a transparent and continuous sharing of information and resources for the benefit of the MSF social mission.

SELECTION CRITERIA

- At least 5 years of experience in a senior management role with a focus on HR.
- MSF experience in coordination positions is highly recommended.
- Strong understanding on humanitarian operational challenges.
- Strong understanding on HR humanitarian principles and practices.
- Good command of English. Spanish and French are an asset

CONDITIONS

- Position based in any MSF OCBA Hub (Barcelona, MSF-Spain office delegations, Amman, Bogota, Dakar or Nairobi). Final location will be subject to the employability of the preselected candidate (residency, work permit, etc.).
- Full-time work.
- International travel: 20% including to MSF Network Units, projects, sometimes in unstable contexts.
- Permanent contract with a minimum of 3-year moral commitment, with a maximum term of 6 years.
- Annual gross salary: HQ 7A level + secondary benefits based on MSF OCBA Reward Policy. Subjected to local conditions.
- Starting date: July 2025.

HOW TO APPLY

- To apply, please submit your CV and cover letter.
- <https://careers.msf-applications.org/job-invite/9288/>
- Closing date: 16th of March 23:59 CET (Central European Time).

MSF is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply.

All applications will be treated with the strictest confidence. MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination. All selected candidates will, therefore, undergo reference checks.

Médecins Sans Frontières, as a responsible employer, under the "Ley General de la Discapacidad de 2013 (LGD)" invite those persons with a recognized disability and with an interest in the humanitarian area to apply for the above-mentioned position.