

HEAD OF MISSION YEMEN (2-YEAR TANDEM POSITION WITH 6 MONTHS ROTATION BETWEEN YEMEN MISSION AND AMMAN OR WORKING FROM HOME)

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.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

The MSF movement is built around five operational directorates supported by MSF's 21 sections, 24 associations and other offices together worldwide. MSF OCBA is one of those directorates. The operations are implemented by field teams and the mission coordination teams; together with the organizational units based in Barcelona, Athens and decentralised in Nairobi, Dakar and Amman. The field operations are guided and supported by 5 Operational Cells, the Emergency Unit and other departments supporting operations.

MAIN OBJECTIVE

Being responsible for MSF's operational response in the Mission. In collaboration with the operational cell, defining the mission operational strategy. Coordinating MSF's program execution, identifying humanitarian challenges, representing MSF's interests before third parties. Ensuring compliance to MSF's charter, ethical standards and policies as well as international and national laws and regulations, in order to realize organizational objectives and reach quality targets for the Mission.

SPECIFIC OBJECTIVES

We are looking for two Heads of Mission working as tandem for Yemen mission during 2 years:

- taking turns of 6 months inside the mission & 6 months outside the mission
- when working outside of the mission: working from home or from Amman

The main objectives for the position of HoM in the mission are:

- Move forward with AP 2025 implementation, and prepare for Annual Plan 2026, continues with orientation for Mother and Child in Abs, with the focus on handover for >15 Years (Adult ER), and Laboratory Co-management transition, consolidation of Al Qanawis CEMONC component and expansion of NN Department construction.
- Continue with popularization and reinforce of a comprehensive safeguarding strategy with the mission with the support of Behavior and empowerment of safeguarding supervisor.
- Keep the necessary level of networking with relevant counterparts, especially with MOFAE Ministry, MOH Ministry and National security, to ensure safeguard of MSF principles and humanitarian space especially in project locations; and with other humanitarian actors to share humanitarian needs observed on the ground and advocate for a more consistent and principled humanitarian response in Yemen (intersectional approach).
- Collaborate closely with other Operational Centers on the multiple administrative (principle and sub agreements processes, importation requirements etc.) and financial (new fees, audits, new taxes rates, currency) requests from the authorities, ensuring a joint MSF approach and defense of the humanitarian nature of the organization and its principles. In particular on social security, Income tax and audits' results requests.
- Support the HR department in strengthening consistent (over time) and transparent policies, as well as close monitoring of behavioral commitments. Enhance growth initiative for Yemeni colleagues as much as possible including capacity building and empowering MOH Staffs /administration.

When working outside of the mission, the objectives are:

- sparring with the HoM inside & being aligned on major issues
- to support mission HoM dossiers that do not require physical presence in the mission

ACCOUNTABILITIES

- Initiating and leading the mission-wide operational strategy; including country policy, annual plan, budget and policy frameworks. Leading the management team translating the strategic objectives into operational activities. Monitoring developments in MSF's general policies and strategies and adapting the annual plan of the mission accordingly.
- Monitoring and analyzing the political, humanitarian and medical situation in the country and in the region. Identifying potential fields of intervention and determining response strategies especially on emergency responses.
- Representing MSF towards external actors (national authorities, NGO's, donors, military organizations, media, etc.) to create commitment and negotiate terms and conditions for field operations.
 - Integrating an internal and external communication policy for the mission to advocate for change.
- Leading the implementation of medical-humanitarian activities in the mission.
 - Coordinating with other MSF sections to initiate, coordinate and develop short- and long-term strategies in-country.
 - Evaluating the progress and outcomes of activities to ensure that objectives are achieved and reporting to Headquarters
- Being responsible for the planning and coordination of all human resources, material and financial resources to ensure the overall performance of the mission
- Leading the mission and its staff, providing a clear vision for the direction of the mission and bringing staff together across functional and geographical lines to achieve the mission's objectives
 - Managing, coaching and developing direct reports in line with human resource policies
 - Implementing Human Resources-policy and ensuring that MSF acts as a responsible employer in terms of working conditions and reduction of security and health risks.
 - Ensuring staff and management team are aware of mission strategies, ambitions and implementation plans
 - Ensuring the associative character of MSF is reflected in the briefing of all MSF staff.
- Ensuring the internal and external flow of information.
 - keeping staff and HQ informed and updated of context and security related issues.
 - producing all required planning and program performance reports in line with the HQ reporting cycle.
- Being responsible for all security aspects of the mission.
- Defining and ensuring the implementation of the security framework in the country, in order to ensure safety of staff and visitors across the mission.
- Ensuring the implementation of the Inter-operational directorate Security Agreement (ISA) in the mission, both in spirit and letter, promoting a culture of pro-active information sharing and collaboration

REQUIREMENTS

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| Education | <ul style="list-style-type: none"> • University degree. Particularly in medicine, public health or paramedical or the field of international relations is a plus. • Degree in project management or HR management is a plus. |
| Experience | <ul style="list-style-type: none"> • At least 2 previous assignments as Head of Mission in MSF. • At least two years in management positions in humanitarian aid. • Essential experience with MSF or other NGOs. • Essential working experience in developing countries. • Experience in security management |

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- Languages**
- English, Arabic is an asset.
- Knowledge**
- Essential computer literacy (word, excel and internet)

CONDITIONS

- Commitment of **2 years**
- Tandem of **2 candidates** working in **rotation every 6 months** between:
 - the Yemen mission (coordination based in Sanaa)
 - the cell office in Amman (where accommodation is provided & per diem is paid) or the place of residence (no per diem and no accommodation provided)
- Legal contract with **full-time salary as head of mission** (level 15 IRFFG) for 24 months. Specific LTA conditions (home child allowance ...etc) will only apply if the position is based between the cell office in Amman and the mission. They do not apply if the position is home-based for half of the time.
- Start date: **from May/June 2025**

HOW TO APPLY

- To apply, please follow the link below and submit your **CV** and **cover letter**.

<https://career2.successfactors.eu/sfcareer/jobreqcareerpvt?jobId=9349&company=medicossin&st=08D073ACEE7DD6B33E30FB661AAC18F8D349A643>

- Closing date: 31st March 2025, **23:59 CET (Central European Time)**

MSF OCBA is a people-focused humanitarian organization that offers a diverse, collaborative, and inclusive work environment. We believe this approach enhances our work and we are committed to equity in employment. We embrace diverse backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

Médecins Sans Frontières, as a responsible employer, under article 38 of “Ley de Integración Social del Minusválido de 1982 (LISMI)” invite those persons with a recognized disability and with an interest in the humanitarian area to apply for the above-mentioned position.