

Médecins Sans Frontières – OCBA is looking for:

MOBILE SUPPORT TECHNICIAN RECRUITER (TEMPORARY CONTRACT)

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 colour, indigenous individuals, members of the LGTBI+ 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.

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.

CONTEXT AND GENERAL OBJECTIVE OF THE POST

This Mobile Support Technician recruiter will act as focal point in the mission(s) for recruitment strategies, ensuring customisation to each relevant context/mission needs/users. The MST Recruiter will have to contribute to capacity building of field HR staff through the application and transfer of technical know-how according to MSF protocols. In addition, the person selected will have to adjust & harmonize recruitment processes in all missions to MSF-OCBA standards.

Placement within the Organisational Chart:

The Mobile Support Technician Recruiter is hierarchically accountable to Recruitment Coordinator. While in mission in the field, he/she refers to Human Resources Coordinator of the missions, by keeping the communication with the Recruitment Coordinator as explained above. The field visits should normally not exceed 8 weeks. It must be noted that this is a position with a substantial proportion of the time spent in the field.

RESPONSIBILITIES AND MAIN TASKS

REQUEST SUPPORT WITH DIRECT RECRUITMENT

- Support for project openings to missions if requested.
- Drafting advertisements for open calls for applications to publicise vacancies externally, in coordination with the publishing agency.
- Managing publications and job offers on the various communication channels.
- Follow up calls for applications to ensure their quality.
- Take part in active recruiting activities.

REINFORCEMENT OF THE RECRUITMENT KNOWLEDGE AND STRATEGIES AT MISSION LEVEL

- Help the mission to do a good analysis of the labour market opportunities.
- Produce and present reports to missions, cells and directions.

- Build & standardize digital support on main policies and strategies to be disseminated at field level for further implementation.
- Identify the best platform/institution/work association to publish the mission vacancies.
- Train the mission in the main strategies to filtering candidates.
- Help them to identify the key aspects to be considered in one CV.
- Mentor the local recruiters during and after visit.
- Train to give negative and positive feedback.
- Train the identified person in the use of behavioural Questionnaire.
- Train the mission in the main DEI recruitment strategies and the most commune bias done during the recruitment process.

IN BETWEEN FIELD VISITS

- Provide punctual support related to her/his area of expertise as requested by the Hierarchical Manager and in coordination with the correspondent Functional Manager(s).

SELECTION CRITERIA

Education and experience

- Required profile: Proven Experience in selecting and recruiting in similar organizations.
- Proven experience in Competency based interview technique (STAR methodology).
- Previous field experience as HR technician with MSF as desirable.
- Experience in managing and leading trainings will be an asset.
- Fluent English and French are must. Spanish and Arabic will be considered as an added value.
- Good knowledge of IT tools and Web 2.0 software (LinkedIn, Facebook, etc.)

Others

- Willingness to travel at short notice to whatever context MSF is working in, for missions in principle not exceeding 2 months

CONDITIONS

- Contract: Up to end 2025
- Home based, with frequent field visits (at least 50% of time spent in Field Visit)
- Full time work.
- Annual gross salary: IRP2 L5 and secondary benefits according to MSF-OCBA Rewards policy.
- Starting date: Immediately.

HOW TO APPLY

- To apply, please, follow the link below and submit your CV and cover letter:
<https://careers.msf-applications.org/job-invite/9353/>
- Closing date: April 6th , 2025, 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 Frontieres, 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.