

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

RECRUITMENT AND SELECTION OFFICER (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 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.

MAIN TASKS AND RESPONSIBILITIES

1. Recruitment

- 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.
- To explore and follow professionals networking (academic institutions, royal colleges and other type of institutions or forum) for concrete recruitment needs. Looking for new channels to attract suitable candidates due to the specialization of OCBA operations.

2. Selection

- Filtering candidates who have sent in their CV via SFSF or who are part of a process, in accordance with the criteria set down.
- Giving tests, screening and telephone or face-to-face interviews to candidates who are accepted.

- Taking part in the Assessment Centre, as an observer or administrator, in Spain and in the rest of the world.
- Activating references (performance and behaviour) and managing candidate feedback.
- Introduce the validated candidates to their respective pool managers.
- Coordinating, monitoring and negotiating annual recruitment targets with Partner Sections or other MSF Entities within the movement.
- Direct contact with HR field Coordination team to manage Local Hired Staff applications to join International Staff Pool, dealing with full recruitment cycle of those applications.
- Direct interaction with technical referents in pertinent Departments for technical validation of field applications.
- Technical referent for missions in recruitment processes
- Direct interaction with the PM to follow the mission needs.
- Fine tune the recruitment priorities to support the unexpected field needs (emergencies etc)
- Follow and have special attention follow up and pay special attention to the balance in terms of gender and nationalities of all staff recruited.
- Share with the staff recruited the working conditions and the main lines about "mission and working conditions for OCBA missions"
- Discuss, agree, and lunch concrete recruitments strategies for specific profiles.
- Be open to consider field detachment for recruitment purpose.

3.Management

- Closing calls for applications and selection processes for HQ and field.
- Performing the necessary SAP & SFSF management:
 - Assigning vacancies and other activities of selected candidates.
 - Updating candidate details and qualifications.
 - Calculation of indemnities and salaries of the candidates according to the IRP system.
 - Performing the various tasks and steps required as part of the recruitment and selection process.

4.Others

- Involvement in unit planning, as requested.
- Drafting compliance reports and reporting.
- Participate in trainings, ex. HHRR part of the PPD.
- Participate in the selection process revision and development/improvement.

SELECTION CRITERIA

- Experience in selecting and recruiting of 3 years.
- Fluent French and English, Spanish is a plus.
- Experience in the humanitarian sector. Ideally field experience with MSF.
- Use of IT tools and Web 2.0 software (LinkedIn, Facebook, etc.)
- Knowledge of the SFSF and ERP-SAP system is a plus.
- Experience managing behavioural questionnaires reports. Predictive Index is a plus.
- Availability to travel, to the various recruitment areas around the world.

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.).
- Permanent contract with a minimum commitment with the post of 3 years.
- Full time job.
- Annual gross salary: HQ 3A level+ Secondary Benefits based on MSF-OCBA Reward Policy. Subjected to local conditions.
- Starting date: March 2025.

HOW TO APPLY

- To apply, please submit your CV and cover letter
- <https://careers.msf-applications.org/job-invite/9271/>
- Closing date: 16th of February 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 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.