

Project Coordinator

MSF Project Coordinators work as part of the management team and are based in the field projects, leading and managing project activities and teams.

Main Purpose:

In close collaboration with the Mission Coordination Team defining the operational strategy for the project. Being responsible for MSF's operational response in the project and coordinating MSF's programme execution and identifying the population's health needs and the humanitarian issues at stake. Ensuring compliance to MSF's charter, ethical standards and policies in order to realize organizational objectives and improve the target population's health conditions and humanitarian situation.

MSF seeks Project Coordinators to fulfil the following tasks and responsibilities:

- **Represent MSF within the scope of the project**, in close consultation with the Head of Mission
- **Develop institutional contacts with national partners** at the project level (civil society, civil and military authorities, local NGOs, Ministry of Health representatives, etc.) as well as with media in order to obtain all information and agreements necessary to integrate MSF programmes into the local context and improve the target population's awareness of them
- **Monitor the political and humanitarian situation** in the project region to ensure **that MSF's charter, policies and image are respected** with regard to national staff, populations, authorities and partners
- Together with the project team, **evaluate needs by identifying the health status of the target population, by analyzing the context** (environment, actors involved, negotiations for access, etc.) and associated risks and constraints in order to define project priorities and goals, and calculate what material, human and financial resources are needed
- **Define medical operational strategies** and oversee the entire **project management** (logistics, paramedical, medical, HR, finance, advocacy and communication activities)
- **Monitoring and assessment of programmes (objectives and resources):** monitor indicators and developments in the situation to ensure that operational strategy is aligned with the resources deployed and the needs of beneficiaries.
- **Supporting and supervising the team:** organise the team's work, ensure they are aware of the challenges of the mission and facilitate their participation in the momentum of the association.
- Implement security guidelines and ensure staff and project security
- Propose and carry out exploratory missions and mission closures
- Oversee **correct application of HR policies and associated processes** (recruitment, training, briefing/debriefing, evaluations, potential, detection, staff development and internal communication)

- Ensure that **the team works together** at the various stages of project cycle management
- **Network:** develop and maintain a network of for MSF, including any partners and the authorities in order to be able to take appropriate action as the situation evolves.

Essential Criteria

- At least 18 months in humanitarian aid, project conception, monitoring and assessment, team management with an NGO and 12 months minimum as a Project Coordinator.
- Significant professional experience in a low-resource or emergency setting.
- Professional experience outside of your home country or experience in diverse contexts within their home countries.
- Proven (people) management and communication skills leading a multidisciplinary team.
- Demonstrable experience in supervising, managing, coaching and training others.
- Strong organization skills.
- Proven ability in being responsible for delegated security management.
- Excellent negotiation and diplomacy skills.
- Willingness to work in unstable environments.
- Ability to represent MSF with national and international counterparts.
- Deep understanding of humanitarian principles
- Excellent people and communication skills.
- Good command of English required. Knowledge of French, Arabic, Spanish and Russian are also assets.
- Leadership skills.

Availability

- 9 to 12 months minimum

Languages

- English
- Knowledge of another language such as French, Spanish, Portuguese, Russian, Arabic, etc. is a definite plus

Competencies for the role

- I. *Required Competencies* for the PC level

- i. *Strategic Vision* – at Level 2
 - ii. *Planning and Organizing* – at Level 3
 - iii. *Teamwork and Cooperation* – at Level 4
 - iv. *Leadership* – at Level 2
 - v. *People Management and Development* – at Level 3
 - vi. *Results and Quality Orientation* – at Level 3
 - vii. *Capacity to Negotiate* – at Level 3
 - viii. *Security Awareness & Management* – at Level 3
 - ix. *Networking & Building Relationships* – at Level 3
- II. Read more about the competencies: (<http://career.msf.be/transversal-competencies-dictionary>)
- III. *Assessment of competencies will be based on*
1. **Experience** – candidate should demonstrate minimum 2 years' experience in a management capacity – international humanitarian and/or healthcare/medical management is an advantage.
 2. **Context exposure** – candidate has had professional responsibilities in developing countries, low resource or emergency settings for a minimum of 12 months.

What do we offer?

MSF packages reflect the humanitarian spirit of volunteerism as well as recognizing the high level of professionals we recruit. That includes:

- Round trip economy air travel;
- Accommodation and transportation during your contract (including briefings and debriefings);
- Monthly indemnity based on your experience and MSF salary structure;
- Field Per diem allowance in local currency based on the cost of living in project country;
- Insurance covering health, luggage, professional liability, repatriation, accidents and flights;
- Pre and post mission health checks.