



Medecins Sans Frontieres/Doctor without Borders (MSF), founded in 1971, is an international humanitarian organization that provides emergency medical assistance to population in danger in more than 60 countries. MSF has been present in South Sudan for 30 years.

**MSF Spain is looking for:  
HEAD OF MISSION SUPPORT**

**Duty Station:** Juba

**Starting Date:** ASAP

**Job Family:** Operations

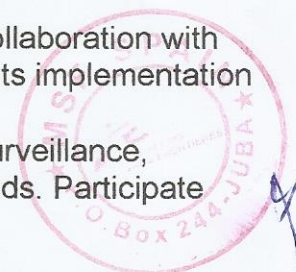
**Placement:** Reports hierarchically and functionally to the Head of Mission

**Main Purpose**

Supporting the Head of Mission in security management and coordination tasks, ensuring a smooth relation and contacts with local and national authorities, contributing to the context analysis and follow-up, taking a primary role in Emergency Response and providing translations and interpretations according to MSF protocols, standards and procedures in order to facilitate the mission coordination tasks

**Accountabilities**

- Assist on context analysis, disseminating relevant context information to the coordination team, regularly informing them on key issues, updating general information on the context for MSF internal documents and advising on cultural appropriateness of organized activities and individual behaviours in South Sudan.
- Contribute to the analysis of the risks and the security level of the mission and assist in conducting risk assessments and in the development of security plans for the mission and project. Supporting the Field Coordinators, Logco, Dep HoM and HoM on aspects of security management.
- Establishing and maintaining external relationships with relevant authorities and stakeholders in South Sudan according to Mission Networking plan & assigned responsibilities. Keeping good knowledge of counterparts in different administrations and departments and keeping up to date records of field contacts (other NGOs, UN agencies, National and local authorities, relevant stakeholders, etc.) verifying that they are easily accessible, in order to facilitate contacts and meetings.
- At the request of the Head of Mission, assisting the HoM on representing MSF in meetings (NGOs, official bodies and administrations, etc.). Taking minutes of meetings and preparing a full report.
- Ensuring the follow up of relevant administrative dossiers such as special authorizations, MoUs, immigration policies, working permits, national protocols, etc in close collaboration with the responsible person/department
- At the request of the HoM, preparing and conducting an information briefing, focusing on the country context for International, Regional, and Key National Staff.
- Translating documents and acting as an interpreter when needed. Writing letters and correspondences with officials and partners and preparing reports, internal memos and formal requests.
- Assisting in the elaboration of the advocacy plan of the mission in collaboration with the HAO and HoM and the Communications Officer and supporting its implementation and follow up.
- Support Emergency Response activities including Preparedness, Surveillance, Assessment and Response according to the Mission set up and needs. Participate





## MSF Section/ Context Specific Accountabilities

- Safeguards that all networking and context related documents, analysis and tools are updated and accessible at mission and project level
- Supports (Dep) HoM and FieldCos in the definition and preparation of Assessments and its implementation
- Supports (Dep) HoM and FieldCos in drafting proposals for new activities and emergencies, as well as in its implementation
- Supports internal and external mission Project Proposals and reporting, in close collaboration with (Dep) HoM (includes donor proposals, external reports, etc).
- Acts as Innovation Focal Point in the mission with the support of Logistic department and HoM
- Assisting the HoM in the briefings of Expats/NS, administrative tasks, organization of the work/agenda/minutes of meetings and assist CMT/HoM in urgent and important matters, upon HoM request

## REQUIREMENTS

- Education:** University level Studies
- Languages:** English mission, Arabic and local language essential
- Experience:** Preferably Experience in humanitarian aid, Strong understanding of the workings of the different administrations of the country (Critical), Motivation reliability,, Capable to do an analysis of the risk working for MSF may bring to the person him/herself
- Knowledge:** Computer proficiency in MS Excel and word, excellent communication and diplomatic skills including writing skills
- Competencies:** People management and development L2  
Commitment to MSF Principles L2  
Behavioural Flexibility L3  
Results and quality Orientation L3  
Team work and cooperation

## APPLICATION PROCEDURE

Interested applicants can deposit their motivation letters, **copies of:** Updated CV, relevant academic certificates, previous work certificates, nationality ID and other documents at the **MSF SPAIN OFFICE, HAI MUNDURIA OPPOSITE DHL. Contact:** Personnel Administration Manager ([msfe-juba-pam@barcelona.msf.org](mailto:msfe-juba-pam@barcelona.msf.org))

We thank all applicants for their interest but **only short listed candidates will be contacted for the recruitment process.**

Applications once submitted, will not be returned to applicants.

**Closing date for submissions: 07/12/2017 at 17.00 Hrs.**

