



**MEDECINS SANS FRONTIERES  
ÄRZTE OHNE GRENZEN**

**Médecins Sans Frontières-Switzerland**

**Date: 11/11/2021**

**From: Belinda Brauchli, HR Manager, MSFCH-Agok**

**To: Abyei Area Administration – Department of Public Service Labour  
and RRC- Abyei Administrative Area**

**Subject: Job opening for the position of Project Coordinator Assistant**

Dear Sir/ Madam,

With this letter, we would like to inform you that we open the position of **Project Coordinator Assistant** starting on **11<sup>th</sup> November 2021**.

The Deadline will be on **25<sup>th</sup> November 2021**.

We thank you in advance for your cooperation.  
Please do not hesitate to contact us if you require any additional information.

Yours sincerely,

  
Belinda Brauchli,  
HR Manager, Agok  
MSF – Switzerland

RRC Received on: *11/11/2021*  
Signature *[Handwritten Signature]*

*pass by RRC*  
*Abyei Area*  
*RRC*

Labour Office received on:

Signature *[Handwritten Signature]*  
*11/11/21*

*Special Admin Area*  
*11 NOV 2021*  
*Director General's Office*  
*Job Dev*

**JOB VACANCY –PROJECT COORDINATOR ASSISTANT**  
**NUMBER OF VACANCIES: 01**

Médecins Sans Frontières (MSF – Doctors without Borders) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflicts, epidemics, natural disasters and exclusion from healthcare in more than 60 countries around the world. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. Our actions are guided by medical ethics and the principles of neutrality and impartiality.

**Location:** Agok

**Contract:** 6 months fixed term contract with the possibility of extension

**Main Purpose:**

Provide support to the Project Coordinator in the administrative part of coordination tasks, ensuring a smooth relation with local and national authorities, contributing to the context analysis and follow-up, providing translations and interpreting in order to ensure the smooth running of the project.

**Scope of responsibilities:**

- Monitor and report on key issues (security, risk, etc.) to the Project Coordinator and provide support in analysing contextual information, through a sound knowledge of counterparts, in different administrations in order to improve decision making processes.
- File and update field contacts and correspondence (with other NGOs, UN agencies, local authorities, media, etc) in order to ensure information sources accuracy and its availability on regular basis.
- Assist the Project Coordinator in the drafting of correspondences with authorities and counterparts (government officials, UN agencies, NGOs, etc.) in order to ensure fluent and accurate communication flows
- Assist the Project Coordinator in Internal and External Communication sessions and events about MSF (for National staff, the Ministry of Health staff, as well as local authorities) in order to improve awareness and public opinion adhesion.
- Ensures the continuity of relations with local actors and keeps updated the list of contacts.
- Organize advocacy contacts and appointments for the Project Coordinator with local authorities and partners to ensure the continuity of relations with local actors and involved counterparts.
- Execute clerk-related activities as well as prepare and conduct briefings on the project context to new employees in order to facilitate their integration onboard and within the project environment.
- Translate documents and act as an interpreter when needed

**Recruitment criteria:**

**Education:** DESIRABLE: University degree

**Experience:** DESIRABLE: Two years previous experience in similar jobs in the field of humanitarian aid with MSF or other NGOs

**Languages:** MANDATORY: Mission and local language: English, Arabic and Dinka.

**Knowledge:** MANDATORY: Essential computer literacy (good use of word and excel)

**APPLICATIONS**

South Sudanese candidates should submit their application with **motivation letter, CV, scan of relevant diploma, valid residence certificate and labor registration** to MSF Switzerland in Agok or to HR department's email [msfch-agok-admin@geneva.msf.org](mailto:msfch-agok-admin@geneva.msf.org)

**Latest on 25<sup>th</sup> November 2021 by 5:00pm.**

Please mention **PC ASSISTANT** in the subject title of your email.

Qualified women are strongly encouraged to apply.

Only short-listed candidates will be contacted and applications will not be returned.

No money is ever asked throughout the MSF recruitment process.

