MSF Switzerland
Abyei Special Administrative Area
Ameth Bekh Hospital

MSF Switzerland (MSF-CH)

JOB VACANCY – PROJECT COORDINATOR SUPPORT

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics. MSF Switzerland (MSF-CH) is currently seeking to employee a qualified candidate for the following position, will be put on back-up list and could be contacted in case of need.

Position: Project Coordinator Support
Number Of Vacancies: 1
Reports To (Hierarchical): Project Coordinator
Reports To (Functional): Project Coordinator
Job Family: Operations
Location: Abyei Special Administrative Area



Scope of responsibilities:

Providing support to the Project Coordinator in the security management and the coordination tasks, en-suring a smooth relation with local and national authorities and contributing to the context analysis and follow-up according to MSF protocols, standards and procedures in order to ensure the smooth running of the project

Accountabilities:

- Representing MSF externally together with the Project Coordinator (PC) or alone (when delegated) and negotiating on behalf of the project coordination in close cooperation with the PC and based on beforehand agreed messaging. Assisting in safeguarding and promoting MSF's image externally
- Monitoring, analysing and reporting on key issues (security, risk, etc.) to the Project Coordinator and providing contextual information, through a sound knowledge of counterparts, parties, actors, authorities and military groups, in different administrations/parties and governorates/districts in order to improve understanding and decision making processes. Maintaining the security database and providing a biweekly context analysis based on recent incidents and developments
- Assisting in exploratory missions and assessments as needed and participating in the development of security plans
- Assisting 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, community leader, military actors, security forces) in order to improve awareness, understanding of MSF principles and services and public opinion adhesion. Write meeting minutes and contribute to the meeting logbook.
- Ensuring the continuity of relations/networking with local actors (other NGOs, UN agencies, local authorities, media, etc.) and filing and updating field contacts and correspondence in order to ensure information sources accuracy and its availability on regular basis. Organizing advocacy contacts and appointments for the Project Coordinator.
- Translating and reviewing documents and acting as an interpreter when needed. Assisting the Project Coordina-tor in the drafting of correspondences with authorities and counterparts (government officials, military actors, community leaders, UN agencies, NGOs, etc.) in order to ensure fluent and accurate communication flows.
- Preparing and conducting context, cultural and security briefings on the project context to new employees (nation-al and international) in order to facilitate their integration and within the project environment. Ensuring regular secu-rity briefings/trainings of assessment team, drivers, and guards in consultation with the Project Coordinator.
- Being contactable by phone and available to assist the Project Coordinator with important context, security and operational issues that may occur outside of regular working hours unless otherwise agreed with the PC (e.g., holidays)
- Performing assigned additional responsibilities or tasks as required by the Project Coordinator

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Recruitment criteria

Education	• University Diploma Level, preferably in the field of Social Sciences (Political Sciences, International Public Law, Anthropology, Economics, etc.).
Experience	• Essential: Experience in and exposure to working in a complicated political, security and humanitarian environment • Essential: Experience in data collection, reporting and analysis • Desirable two years previous experience in similar jobs in the field of humanitarian aid with MSF or other NGOs • Desirable: Management experience
Languages	• English and local language essential (high level command oral and written)
Knowledge	• Essential computer literacy (word, excel, Internet/social media) • Excellent understanding of MSF's principles and values • Knowledge of and interest in humanitarian issues • In-depth contextual knowledge and analysis skills • High level of knowledge of local culture and customs
Competencies	• Results and Quality Orientation L2 • Teamwork and Cooperation L2 • Behavioral Flexibility L2 • Commitment to MSF Principles L2 • Stress Management L3

How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. Application documents include cover letter, CV, relevant copy of diploma or degree, work certificates, and other documents such as national ID, residence and labour card.
The deadline is no later than November 11th, 2026 at 5:00pm.

https://forms.gle/QXFy5BVMgWWntpuLA

Only short-listed candidates will be contacted.
Female candidates are encouraged to apply.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact the ***Abyei HR Manager*** *at the* ***MSFCH office*** *in* ***Abyei, Amethbek Hospital****.*

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As part of its safeguarding commitment, MSF has zero tolerance for sexual exploitation and abuse, harassment, discrimination, and abuse of power. MSF never charges money or requests favours in exchange for employment opportunities.

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Approved by labour office

A.S.A.A
DEPARTMENT OF LABOUR, PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT
Date: 29/10/2016
OFFICE DE STAFF

pass by RRC Abyei office

Relief & Rehabilitation Commission
Abyei Area
RRC
Date: 29/10/2016