



## OPENING – PROJECT COORDINATOR SUPPORT

Medecins Sans Frontieres (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 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:** Abyei Special Administrative Area  
**Open to:** South Sudanese Only  
**Opening Date:** 28<sup>th</sup> February 2024  
**Closing Date:** 12<sup>th</sup> March 2024  
**Number of Opening:** One Position (01)

### Main Responsibility:

Provide support to the Project Coordinator in the security management and the coordination tasks, ensuring a smooth relation with 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.

### Scope of responsibilities:

- Represent 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.
- Monitor, analyse and report on key issues to the Project Coordinator and providing contextual information, through a sound knowledge of different key actors.
- Maintain the security database and providing a context analysis based on recent incidents and developments.
- Assist in exploratory missions and assessments as needed.
- Assist the Project Coordinator in Internal and External Communication sessions and events about MSF.
- Write meeting minutes and contribute to the meeting logbook.
- Ensure the continuity of relations/networking with local counterparts, actors and update the contact list.
- Organize appointments for the Project coordinator.
- Translate and review documents and acting as an interpreter when needed.
- Assist the Project Coordinator in the drafting of correspondences with authorities and counterparts.
- Prepare and conduct context, cultural and security briefings on the project context to new employees.
- Be contactable by phone and available to assist the Project Coordinator with important context updates and issues that may occur outside of regular working hours.
- Perform assigned additional responsibilities or tasks as required by the Project Coordinator.

### Recruitment Criteria:

<b>Education</b>	Essential: Proven computer literacy, secondary education. Desirable: Diploma in administration, social sciences (law, political sciences, economics).
<b>Experience</b>	Desirable: Working experience in MSF or other NGOs.
<b>Languages</b>	Essential: Mission working language (English), Dinka, Arabic
<b>Knowledge</b>	Essential: Knowledge of use of computer including processing of documents (Word, Excel). Essential: Excellent understanding of MSF principles and values. Desirable: Knowledge and interest on humanitarian issues. Desirable: contextual knowledge and analysis skills
<b>Competencies</b>	Results and Quality Orientation / Teamwork and Cooperation / Behavioural Flexibility / Commitment to MSF Principles / Stress Management





MSF Switzerland  
Abyei Special Administrative Area  
Ameth Bekh Hospital

**Applications:**

Interested candidates are invited to submit their application; a motivation letter and updated CV with copies of their education credentials, and National ID Cards to the application box located in Ameth Bekh Hospital Abyei, or to our email [MSFCH-Abyei-HRManager@geneva.msf.org](mailto:MSFCH-Abyei-HRManager@geneva.msf.org) (subject: "Application – Project Coordinator Support") on or before 12<sup>th</sup> March 2024 by 5:00 pm South Sudan Local Time.

Women & people with disability are strongly encouraged to apply.  
Only short-listed candidates will be contacted and applications received will not be returned.



pass by PRC  
Abyei office  
on 22/2/2024  
Date:.....  
SA

Approved by  
Labour office

