



MSF Switzerland  
Hai Malakal, Juba Town  
South Sudan

**JOB VACANCY – PERSONNEL DEVELOPMENT MANAGER**  
**NUMBER OF VACANCIES:01**

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 in need, irrespective of race, religion, gender or political affiliation. Our actions are guided by medical ethics and the principles of neutrality and impartiality.

**Location:** Juba

**Contract:** 6 months fixed term contract renewable

**Main Purpose:**

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Is responsible for ensuring the HR capacity required, sizing and improving people capabilities, contribution and active participation in order to achieve mission goals effectively. This will be done according to MSF human resources vision and values.

**Scope of responsibilities:**

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- Knows OC's recruitment and development policies, procedures and tools, adapt them to the Mission's context and ensure an equitable, fair, transparent, efficient and accountable implementation throughout the Mission by all relevant people in the mission
- Provide expertise to all people involved in recruitment process on how to lead it properly with the aim of recruiting professionals and people with potentials to be developed.
- Ensures alignment with existing policies and provides expert support to coordinators, activity managers and supervisors in recruiting and developing people under their supervision: first screening of CVs, interview methods, content, detection of potentials, best practices, PMS, alignment of development with operational objectives, etc.
- Knows OC's induction policies, procedures and tools, adapt them to the Mission's context and ensure its proper implementation for all newly recruited/arrived staff and for previously hired staff in the Mission who had no access to them when being recruited.
- Ensures (together with the coordinator/supervisors/activity manager) that pre-established specific preparation or specific briefings for newly recruited/arrived staff on the basis of the profile sheet received (OCBA) or development plan are properly done in due time.
- Ensure that all newly recruited/arrived staff receive a briefing agenda upon recruitment/arrival and that they are properly briefed by her/his hierarchical and functional supervisor (if applicable) and receive all the due information according to the established procedures standard briefing content.
- Follow up the quality and impact of whole briefing and induction processes, collects data and suggest improvements to HRCO if advisable.
- Suggests career paths and support plans for specific persons to HRCO and line managers, ensuring a proper liaison with the Operational needs and objectives set, the results of PMS, the training possibilities (local, international, intersectional, regional, etc.) and the potentials identified.
- Together with HRCO, HRO/REHUCO and Training Unit in HQ, contributes to create and implement a mission

training policy adapted to the Mission in order to respond to the needs identified among the staff, prioritizing those needed to ensure the Operational objectives set.

- Together with HRCo, HRO/REHUCO and Training Unit in HQ, contributes to the identification of training options at local / regional / international / intersectional level, and provide expertise upon request to line managers with regards to the assessment of training needs within the teams they supervise.
- In close collaboration with HRCo, HRO/REHUCO and Training Unit in HQ, ensures proper implementation of the Training Policy, procedures and tools in the Mission and support and develop training for Coordinators/supervisors/activity managers (i.e. HR Management, PMS, etc.)
- Support and empower administration managers and HR/administration staff of the Mission in her/his area of expertise (i.e. recruitment, development, induction, detection of talent, training, etc.)
- Provide expertise and support to all coordinators/supervisors/activity managers on how to implement PMS (tool , method, setting up objectives, follow up of action plan and best practices) with the aim to evaluate and develop competencies of the staff they supervise.
- Look for synergy/exchanges with other MSF sections and other NGOs in terms of trainings, coachings and other development tools
- Shares with HRCo all information/suggestions/activities which may have an impact in planning, budget or HR strategies (i.e. suggested career path, requested trainings, development events, mobility, etc.), and does not implement them without previous authorization of HRCo.
- Collaborate with HRCo in building/updating the annual plan and budget, with regards to her/his area of work and responsibilities.

**Recruitment Criteria:**

**Education:** University Degree in HR is required ,

**Experience:** 5 years'experience minimum in an HR position and desirable experience in Learning and Development. Experience in a NGO, preferably within MSF but not necessary. Strong understanding of the workings of the different administrations of the country.

**Languages:** Excellent communication and writing skills in English, local languages desirable.

**Knowledge:** Computer proficiency in MS Excel and Word, good analytical skills, at ease with figures and economics data. Excellent communication and diplomatic skills.

**Applications:**

Interested South Sudanese candidates are invited to submit their application with a motivation letter and an updated CV with copies of their education credentials, experience letters and National ID Cards to our email [msfch-southsudan-DHRCo@geneva.msf.org](mailto:msfch-southsudan-DHRCo@geneva.msf.org) or drop a hard copy to the HR department at MSF Switzerland Office, Hai Malakal – Juba, South Sudan **by 15 th January 2023 by 5:00pm South Sudan Local Time.**

**Qualified women & people with disability are strongly encouraged to apply.**

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

