



**MSF SPAIN IS OPENING THE RECRUITMENT OF: RECRUITER (BASED IN JUBA WITH FREQUENT VISITS TO THE FIELDS)  
(PERMANENT CONTRACT/STARTING WITH 6 MONTHS/LEVEL 8)**

**In line with our Strategic Orientations we are actively seeking to improve the gender balance in the organization, , and That's why, females are strongly encouraged to apply.**

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. Médecins Sans Frontières is an international independent medical-humanitarian organization, which helps populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

### **Main Purpose**

Implement MSF recruitment policy. Ensure quality of recruitment done at mission level and accompany hiring managers over selection process. Throughout recruitment process guarantee, missions will follow MSF principles and values for recruitment.

### **Main Duties & Responsibilities**

#### **RECRUITMENT**

- Inform Hiring Managers around the internal policies for talent attraction in the organization
- Ensure compliance for all recruitment processes under his/her responsibility
- Design an advertising strategy for each vacancy using the different recruitment channels used by MSF (Job boards, social media, associations, etc.) & Manage publications and job offers on the various communication channels.
- Collaborate with hiring managers to ensure a smooth, timely and cost-effective recruitment and selection process.
- Work with hiring managers to create suitable job descriptions and adverts that are in line with the image and principles the organization wants to promote and DEI compliant.
- Promote recruitment best practices to hiring managers to ensure line managers with recruitment responsibilities are adequately capacitated in the inter-viewing process.
- Maintain up to date knowledge on best practice recruitment and selection techniques with specific attention to DEI.
- Take part in active recruitment activities.
- Build and maintain a solid network with academic institutions, royal collages, key actors in the country, etc.,

#### **SELECTION**

- Inform Hiring Managers around the internal policies for talent attraction in the organization
- Responsible for the pre-selection of the applications received to be sent to the Hiring Managers (Longlisting)
- Organize the technical tests based on the instructions received from Hiring Managers
- Create an interview guide after discussion with the Manager of the position
- Participate in the interviews and the decision process



- Seek for shortlisted candidate references and internal candidate appraisals.

## ADMINISTRATION

- Carry out all the administrative duties in the recruitment process such as logging application forms/CVs, organizing recruitment timetables, arranging inter-views, interview tests and distributing interview packs and/or any other relevant information to interviewees/panels.
- Accurate and timely management of documentation, filling, and reporting.
- Administer the process for new employees, for example; prepare contracts, offer letters and pre-employment checks i.e. right to work, qualifications, etc.
- Liaise with line managers/relevant departments to ensure they are aware of induction/onboarding procedures as well as any other important information (for example: start date).

## Others

- Involvement in HR planning, as requested.
- Preparing recruitment reports and data analysis around recruitment
- Participate in trainings, as requested
- Participate in the selection process revision and development/ improvement recruitment policy

## REQUIREMENTS

- Diploma/degree HR management or administration related studies is an added value.
- Experience in selecting and recruiting of at least two years in relevant and similar jobs.
- Positive and flexible approach and ability to work in teams
- Ability to work under pressure with multiple competing deadlines
- Desirable, experience in the humanitarian sector. Ideally with MSF.
- Use of IT tools and Web 2.0 software (LinkedIn, Facebook, etc.)
- Knowledge of Microsoft Office and other software applicable to role.
- Mission and local language essential.

## COMPETENCIES

- Commitment to MSF's Principles
- Cross-cultural Awareness
- Behavioral Flexibility
- Stress Management
- Analytical Thinking
- Results and Quality Orientation
- Service Orientation
- Planning and Organizing
- Teamwork and Cooperation



## HOW TO APPLY

Interested applicants can submit their motivation letters, updated CV and *relevant academic certificates*;  
Application should be addressed to:

DEVELOPMENT MANAGER, MSF SPAIN, JUBA.

Submission can be done by E-mail: [msfe-juba-dev@barcelona.msf.org](mailto:msfe-juba-dev@barcelona.msf.org) or

DROP TO MSF SPAIN, ADMINISTRATION OFFICE, JUBA

With clearly written job title and updated contact numbers.

Closing date for submissions: 31/01/2023 at 17:00 hrs.

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.*

**This is an Internal recruitment and application from current MSF contracted staff only will be considered.**

MSF is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidence.

MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

*Done in Juba, 18<sup>th</sup> January 2023.*

