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Approved by Labour Office, NBS



**MEDECINS SANS FRONTIERES
DOCTORS WITHOUT BORDERS**

Médecins sans Frontières - France
Republic of South Sudan, Juba

Hai Cinema 2nd class residential area,
Plot 73, Block AXII
Web: www.msf.org

e-Mail: msfjuba-recruitment@paris.msf.org



Aweil, 30th June 2025

MSF-FRANCE JOB RE-ADVERTISEMENT

Médecins Sans Frontières/Doctors without Borders (MSF), founded in 1971, is an international humanitarian aid organization that provides emergency medical assistance to populations in danger in more than 70 Countries. Médecins Sans Frontières – France (MSF-F) is looking for highly motivated and enthusiastic candidate for the below position in Aweil.

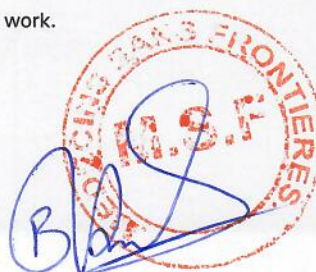
To promote diversity and inclusion, we encourage female candidates to apply for this position. Our organization is committed to gender balance and equal opportunities

POSITION: Project Coordinator Assistant

Provide support to the Project Coordinator in the administrative part of the Project 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.

MAIN ROLES AND 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 correspondence 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 the list of contacts updated.
- 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.
- Planning and organizing key MSF events such as Field Associative Debates, Blood drives and community engagement meetings together with other the concerned members of the team such as admin and medical staff.
- Support in organising and monitoring movements in the areas of work by establishing local contacts in areas we operate.
- Assist the PC with issues of patients welfare, safeguarding and social support work.



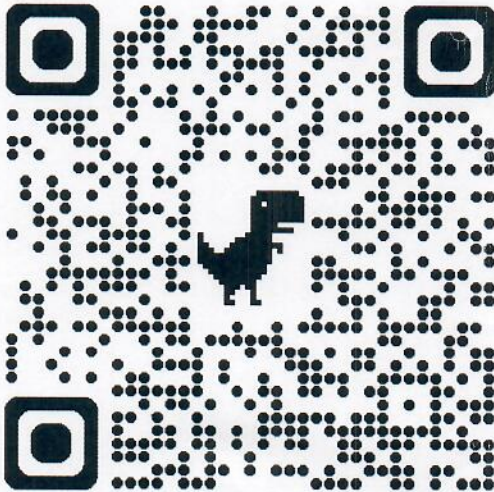
REQUIREMENTS

Education	Desirable, university degree
Experience	<p>Desirable two years previous project coordinator assistant or field security assistant in the field of humanitarian aid with MSF or other NGOs.</p> <p>Proven analytical and report writing skills are essential</p> <p>Strong communication skills and ability to develop and maintain strong working relationships with a range of different actors</p>
Languages	English, Dinka and Arabic essential
Knowledge	Essential computer literacy (word, excel and powerpoint).
Competencies	<ul style="list-style-type: none">• Results orientated and committed• Teamwork• Flexibility• Stress Management• Cross-cultural awareness and understanding is essential• A commitment to MSF's Principles is essential

HOW TO APPLY

Applications to be submitted with recent resume, motivation letter, copy of education certificates, copy of employment certificates/recommendations, copy of South Sudanese Nationality ID and contact details (phone/email) **via the QR code below.**

<https://forms.gle/a8vz195u2v5f42rm7>



Please note:

- MSF does not accept any form of money, gift, or favour as part of its recruitment processes – if you are requested for any form of favour, please contact the HR Department on the email address above
- MSF will verify all applicant documents as part of the MSF recruitment process, and any proven fake documentation submitted will mean the applicant is removed from the recruitment process.
- The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your personal 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 personal data will be treated confidentially. MSF does not sell your personal data under any circumstances. If you have any questions, requests or concerns, you can contact us on the email address above.

The closing date is 13th July 2025

NB: We thank all applicants for their interest. Only short-listed candidates will be contacted for written test and interviews. Respective schedules for the shortlisted candidates will be posted on the gate outside the office.



NB: Labour card is required for applicants.

