

MSF Switzerland (MSF-CH)

JOB VACANCY – LEARNING & DEVELOPMENT SPECIALIST

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 employ a qualified candidate for the following position, will be put on back-up list and could be contacted in case of need.

Position: LEARNING & DEVELOPMENT SPECIALIST

Number of Vacancies: 1

Location: Abyei Special Administrative Area



Scope of responsibilities:

Development, implementation, maintenance and monitoring of the L&D work in the projects according to MSF policies, standards and values – in order to support a continual high level of capability and performance to meet operational goals. Contribute to the development of L&D activities in the projects by supporting the Management Team in the analysis of learning needs and use of appropriate L&D solutions. Provides active support to staff (international and national) regarding the use of L&D tools and the implementation of work-related L&D activities in the project. This position is intended to be anchored in a big project rather than in the coordination of a mission, with a focus on activating L&D directly in teams, communities of practice and in experiential, on-the-job situations.

Main tasks:

- Defining procedures and ensuring the implementation, monitoring, maintenance and correct functioning of the L&D tools, processes and plans.
- Manages L&D activities in support of and in close collaboration with the field supervisors, managers &/or field coordinators responsible for each department (logistics, medical, supply, etc.).
- Carries out learning needs assessment and feasibility studies in the project to provide line managers with alternatives and possible solutions. Upon approval of PDM/HRCO, liaises directly with the staff to identify learning needs, supporting L&D plans solutions and prioritization of requests
- Upon approval of line manager, liaises directly with the staff to identify learning needs, supporting L&D plans & solutions and prioritization of requests.
- Develops L&D tools, processes strategy when needed together with the PDM /or HRCO to implement with the HR Manager and with project leaders/managers
- In close collaboration with the HR Manager, plans & supports all L&D aspects of the employee development cycle: induction processes, individual and team development & training plans, performance evaluations, relevant aspects of recruitment, as well as communication about and upkeep of L&D tools and opportunities.
- Acts as a technical L&D specialist, providing advice, technical feedback about and follow-up on quality of implementation of L&D activities linked to operational needs and objectives. When required, acts in Flying/ Mobile role to provide L&D technical advice and support to other parts of the mission in collaboration with the PDM.
- Ensures the proper documentation, filing and the compilation of records of training courses and learning programs and regularly shares them with the hierarchical and with the functional report.
 - Ensures follow-up and appraisal to support staff in transfer of learning to performance after L&D processes and learning events.
 - Under supervision of the Project HR Manager, update the HR database, manage personal files to ensure accuracy, compliance and on time payments.
 - Updating Social security & Tax office files to meet legal requirements including specific amendments, when necessary, to ensure local labor and fiscal law compliance
 - Support in preparation of employment contracts in conformity with legal requirements including specific amendments, when necessary, to ensure local labor and fiscal law compliance.
 - Preparing monthly pay slips for all staff, editing and updating the necessary data, to ensure the punctuality and accuracy of staff payroll.
 - Following up all expiring rental contract dates and informing the Administration Manager in order to leave enough time to arrange a renewal or look for some other alternative
 - Making all administrative information available to the staff (posting, meetings, etc.), supporting the Project HR Manager in translating documents into local language and assisting in meetings upon request.



SD

- Homere mastery payroll management, leave update, follow up & planning, payslip generation etc
- Administration: induction of new staff (LHS + IMS+ Visitors), preparation of id cards
- Support in recruitment: organize tests (printing and scanning), and interviews, get the approval of the Labor RRC & Health offices, job offer preparation Update Contact list & Organigram directly in SharePoint.
- Support in management of cooks & cleaners
- DW management: pool management, engagement & payment
- Preparation for the MoH Staff Incentives Payment
- Management and inventory of Admin stock
- Perdiem preparation for LHS.
- Archiving hard copies of staff files (contract, appraisal, disciplinary process, ...)
- Follow-up on team life activities for LHS
- Additional HR/ Admin tasks delegated by the Project HR Manager

Recruitment criteria

Education	<ul style="list-style-type: none"> • Degree in the field of HR, learning and development, organizational development and/ or relevant experience.
Experience	<ul style="list-style-type: none"> • Essential previous working experience of at least two years in relevant jobs. • Desirable previous experience with MSF or other NGOs • Well-versed with the employee life cycle and its related L&D processes • Experience in delivering basic level training courses based on adult learning
Languages	<ul style="list-style-type: none"> • Mission working language essential
Knowledge	<ul style="list-style-type: none"> • Computer literacy
Competencies	<ul style="list-style-type: none"> • Results and Quality Orientation L2 • Teamwork and Cooperation L2 • Behavioural Flexibility L2 • People Management & Development 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. Candidates who do not have access to the internet may submit their application at the MSF Switzerland office in **Ameth Bekh Hospital, Abyei**. Application documents include **cover letter, CV, educational documents, work certificates, and other documents such as national ID, residence and labour card**.

The deadline is no later than January 14, 2025 at 5:00 pm.

<https://forms.gle/4cyTbvvXQXkzaXUo8>



Only short-listed candidates will be contacted.

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds,



MSF Switzerland
Abyei Special Administrative Area
Ameth Bekh Hospital

characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

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 If you have any questions or requests, you can contact the HR Manager at the MSFCH office in Ameth Bekh Hospital, Abyei.*

No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.

MSF reserves the right to refuse to hire a candidate who has benefited from such acts.

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.

