



**Vacancy Announcement**  
**Career Manager and Networking Officer**

<b>Position Title</b>	Career Manager and Networking Officer	<b>Division / Function</b>	International HR/Field HR
<b>Location</b>	One of the MSF offices in Central Asia	<b>Department</b>	HR
<b>Administrative Reporting to:</b> Deputy Head of HR			
<b>Functional Reporting to:</b> Deputy Head of HR			

**Background**

Doctors Without Borders/Médecins Sans Frontières (MSF) is an international, independent medical humanitarian organisation. We help people worldwide where the need is greatest, delivering emergency medical aid to those affected by conflict, epidemics, disasters, or exclusion from health care. MSF was founded in 1971 by a group of journalists and doctors. Today, we are a worldwide movement of more than 63,000 people, implementing and managing medical projects in close to 72 countries worldwide. We are guided by the principles of independence, neutrality, and impartiality, as described in the MSF Charter. We implement our medical programs in areas where no health or sanitary systems exist, or where health structures are overwhelmed by the needs of populations. For 50 years, we have been providing medical assistance irrespective of race, religion, gender or political affiliation. We observe neutrality in situations of conflict, and impartiality in the name of medical ethics. To ensure our independence, the majority of our funding is provided by private donations from members of the public. Additional funding may come from foundations, governments, and international institutions.

[MSF South Asia recruits medical and non-medical staff to join our teams here in the South Asia region and abroad. All of these people bring professional abilities, practical experience, as well as a commitment to and concern for the people they help.

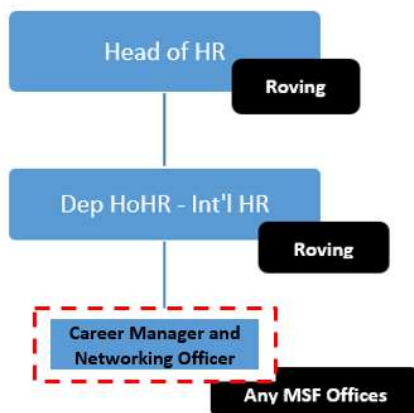
**We are committed to an inclusive culture that encourages and supports the diverse voices of our employees. We welcome applications from individuals of all genders, ages, sexual orientations, nationalities, races, religions, beliefs, ability status, and all other diversity characteristics.**

**JOB PURPOSE:**

Placement and management of suitably qualified and experienced professionals for MSF missions worldwide and support their growth and retention in the organisation in order to support timely placements of Internationally Mobile Staff (IMS) for MSF in global missions.

The Career Manager and Networking Officer leads talent attraction and development for MSF's global missions, with a specific focus on being the networking lead in Central Asia.

## ORGANISATIONAL CHART



## KEY ACCOUNTABILITIES

Expected End Results (“WHAT”)	Supporting Activities (“HOW”)
1) Placements of IMS SA region	<ol style="list-style-type: none"> <li>1. Manage the pool of IMS proactively to attain the predetermined placement targets, in collaboration with Pool managers in different Operational Centers (OCs).</li> <li>2. Establish a strong rapport with Pool Managers, enabling the provision of support for the Medical Pool and facilitating the placement of first-departure medical profiles.</li> <li>3. Facilitate MSF training for selected candidates and keep members of the pool informed about available trainings and placements to facilitate diversified growth and support their career growth in the organization.</li> </ol>
2) Development of talent	<ol style="list-style-type: none"> <li>1. Collaborate with the recruitment team to <b>attract and retain</b> competent professionals in the talent pool, and support their professional development.</li> <li>2. Identify talent in the pool and provide them with support and resources to develop the skills and abilities needed to excel in leadership positions – this will require a close collaboration with PMs and L&amp;D units in various OCs.</li> <li>3. Foster talent retention within the organization by building and nurturing strong relationships with IMS in transition or on assignment.</li> </ol>
3) Support recruitment Unit with process and strategy	<ol style="list-style-type: none"> <li>1. Maintain real-time databases and individual records of field staff while ensuring privacy and confidentiality requirements are met.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Provide inputs to the recruitment and networking unit to develop a recruitment and networking strategy based on medical pool trends and operational needs in the field.</li> <li>3. Assist the recruitment team with hiring processes for medical and other positions, as needed, and ensure validation from the pool management side through appropriate follow-up.</li> </ol>
<b>4) Networking</b>	<ol style="list-style-type: none"> <li>1. Be the focal point for networking in the region and support Field HR networking activities, with the aim of attracting a diverse talent pool that aligns with organizational requirements.</li> </ol>
<b>5) Ensure Field HR best practices</b>	<ol style="list-style-type: none"> <li>1. Timely and proactive communication as much as possible with the pool. This should be looked into and gaps identified to be resolved during the course of the year.</li> <li>2. Placement challenges to be identified and solutions proposed.</li> <li>3. Training facilities like language training, coaching and mentoring to be looked into for the pool</li> </ol>

## KEY DIMENSIONS

- Pool of IMS to be managed: 120 (annually reviewed)
- Placement target: 20 -30 (annually reviewed)

## Key Performance Indicators

- Fill the number of IMS departures as set in pre-defined targets
- Number of IMS attending trainings: 60% of the pool (reviewed based on needs)
- Real - time Data Management of field HR.

## Financial Dimensions

- Nil

## Other Dimensions

- Nil

## Key Interactions

- ISSO
- Career Managers in the regional team
- Pool Managers OCs
- L&D various offices
- Recruiters
- Office HR
- Communications department, CAME, Association, Operations in the Region, MRIS, GHM

## Other Indicative Requirements

<b>Educational Qualifications &amp; Functional / Technical Skills</b>	<ul style="list-style-type: none"><li>▪ Minimum of Bachelor degree</li><li>- Degree HR/management is desirable</li></ul>
<b>Relevant Experience (Type of experience and minimum number of years)</b>	<ol style="list-style-type: none"><li>1. 5 years' experience in a related field (recruitment/networking/Career Management)</li><li>2. At least 2 years' experience in Human Resource management or people management in the required field.</li><li>3. Experience with MSF or a humanitarian organization is highly desirable.</li></ol>
<b>Other requirements</b>	<ul style="list-style-type: none"><li>▪ Good HR knowledge</li><li>▪ Willingness to travel within South Asian countries and internationally</li><li>▪ Planning and Organizing ( Level2 )</li><li>▪ Results and Quality Orientation ( Level 3 )</li><li>▪ Networking and Building Relationships ( Level 2 )</li><li>▪ Behavioural Flexibility (Level 2)</li></ul>

### We offer:

- Contract duration is 12 months with a possibility of extension.
- A stimulating, professional environment in a reputed international organization.
- Local contract and compensation as per level 11 aligns with the salary and benefits outlined in the MSF Uzbekistan/Tajikistan.

### Application checklist:

Please check that you have included the following in your application:

- An updated resume (not more than 2 pages)
- Letter of Motivation, which is a supporting statement demonstrating how you meet the key requirements of the role.

**HOW TO APPLY** - Please send a copy of resume together with a letter of motivation at [tad.officer@south-asia.msf.org](mailto:tad.officer@south-asia.msf.org)

**Last application date:** 1<sup>st</sup> March 2024

Remarks: Only short-listed candidates will be contacted.

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