

Médecins Sans Frontières Suisse has a vacancy for a

Field Recruiter

for HR, Finance, Communication & Advocacy profiles

Main Purpose

MSF as a movement counts more than 6'500 employees, worldwide. In 2017 only, OCG (Operational Centre Geneva) has sent 1'382 expatriates in more than 25 missions. In 2017, the field recruitment team has received some 2'979 applications and have carried out 219 interviews.

As a **Field Recruiter**, you will directly contribute to answering OCG's medico-operational needs by recruiting diverse non-medical profiles, willing to work internationally in our various fields of intervention. Such profiles will include Finance, Human Resources, Communication and Advocacy.

Your Responsibilities

To ensure that the right profiles are recruited at the right time in order to answer OCG operational needs in all contexts! You will ensure a diverse pool of candidates, ready to answer emergencies, planned or unplanned needs.

You will be in charge of:

Sourcing:

- In collaboration with selected MSF partners worldwide, ensures OCG's Sourcing Strategy and guarantees diversity in recruitment sources.
- For MSF Switzerland, in collaboration with HR Marketer, identifies and uses diverse sources of recruitment in order to receive targeted profiles (schools, associations, social media, digital networks...), with a specific drive for critical positions.
- Actively participates in HR Marketing event (forums, job fairs, presentations, info session...)

Active Recruitment:

- In collaboration with technical referents and pool managers, ensures the overall compliance and quality of the field recruitment process
- Manages the full recruitment cycle for applications, including the overview of those coming from selected MSF partners.
- Supports fellow recruiters in the recruitment for other profiles when needed (Logistics, Medical, Paramedical), and contributes to the team's understanding of HR / Finance / Communication / Advocacy specificities

Integration:

- conduct the Induction Program for new comers

Your Profile

- **Experience** Previous experience in recruitment mandatory
Previous MSF (or other INGO) field experience mandatory
Professional background in Finances & Human Resources a strong asset
Previous experience in training and facilitation
- **Education** University degree
- **Languages** English and French mandatory. German an asset
- **Knowledge** Computer literacy
Recruitment & sourcing techniques, including digital
Interest in the field of Finance, HR, Advocacy, Communication

- **Competencies** Commitment to MSF's work and values
Strong organizational skills, eye for detail, rigor
Strong interpersonal and analytical skills, good listener, diplomatic, discrete
Excellent communication, writing and reporting skills
Ability to work efficiently and independently under pressure
Service oriented, team spirit
Self-driven with a solution-oriented approach
Flexibility and adaptability
- **Availability** September 19th, open ended contract, full time
- **Location** Geneva based, with flexibility to travel within Switzerland for HR Marketing events, or abroad for decentralized recruitment if needed. Willingness to travel to mission to provide field support.

About MSF

By working with MSF, you are committing yourself to a recognized international associative movement, with a specific approach to humanitarian help.

Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF. For more information on the MSF Charta, please read here: <http://www.msf.org/en/msf-charter-and-principles>

Terms of Employment

- Open-ended contract, full-time position
- Based in Geneva, with travel within Switzerland and field visits
- Starting date : 19th September 2018
- Gross annual salary : CHF 83'808.- to CHF 96'492.- (salary commensurate with experience and internal salary grid)

How to apply

Interested candidates should send by email only their application (CV 2 p. max. – letter of motivation 1p. max. – English or French – 5MB max) to emploi@geneva.msf.org stating in the subject line «**Field Recruiter 2018.07**».

Interviews will be held start of August.

Closing date for application is 22nd July 2018.
The applications will be treated confidentially.
Only short-listed candidates will be contacted.

For more details on the job offer or MSF, please visit our website: <http://www.msf.ch/travailler-avec-nous/>