

<b>JOB DESCRIPTION</b>	
<b>Department:</b> Field Human Resources Department, MSF Japan	
<b>Position:</b> Head of Field Human Resources Field Human Resources Department, MSF Japan	<b>Reporting to:</b> General Director, MSF Japan  <b>Number of leading people:</b> 10 (direct report: 4)

### General background and Purpose of the position

Médecins sans Frontières Japan is the Japanese section of the international humanitarian organization Médecins Sans Frontières (MSF) which provides medical care to people affected by conflict, epidemics, and disasters or excluded from health care in over 70 countries.

MSF Japan contributes to MSF's global operations by recruiting personnel for field deployment, raising public awareness of and advocacy on humanitarian issues, supporting specific operation-related projects, and fundraising.

The Field Human Resources Department is responsible for ensuring effective and compliant: recruitment, placement, capacity building, and career deployment of Internationally Mobile Staff recruited by MSF-Japan.

To contribute to diversifying the profile of the Field Human Resources in the whole MSF movement, MSF-Japan has set a goal to increase the number of Coordinators and Medical Specialists in the Strategic Plan 2020-2024. To do it, MSF-Japan's FHR department requires recruiting more number of quality Internationally Mobile Staff with strong commitment.

In 2021, MSF-Japan decided to split HQHR from the former Human Resource department so that the Head of FHR could concentrate on the FHR management.

### Requirements of the position

Based in Japan (commutable to the office in Waseda, Tokyo) with occasional international travel (estimated travel 10-15%).

### Objectives

FHR is one of the 3 top priority areas to be strengthened in MSF-Japan. Under the direct supervision of the General Director, and in alignment with MSF Japan Strategic Plan, the Head of FHR designs and leads the implementation of the strategy for the Field HR Department. Particularly, the Head of FHR is expected to reinforce our recruitment's marketing capacity, negotiate with Operational Sections to place our recruited people more to increase the diversity in each field, and develop a capacity building plan for the Internationally Mobile Staff in our pool.

As a member of the Leadership Team, the Head of FHR requires committing to the following points mentioned in the TOR of our Leadership Team.

To lead MSF-Japan from the present situation toward an ideal one by setting goals, sharing those goals, and realizing them together with our staff

- To realize our goals, we understand the necessity to maximize the strength of our team.
- To increase the creativity of our team, we also understand the need to ensure the psychological safety of our working environment.

As a member of the Leadership Team, we individually shall commit ourselves to the following points.

- Continue to improve ourselves
- Know what our staff expect us to do
- Ensure our staff know what we expect them to do
- Support the development of our staff
- Deepen our understanding of MSF

Besides, within the MSF movement, the Head of FHR represents MSF Japan on international platforms, actively contributing to the design and execution of relevant MSF movement overall global FHR strategies and initiatives.

## **Main responsibilities**

### **General**

As a member of MSF Japan leadership team, the Head of Field Human Resources:

- Sets long-, mid-, and short-term organizational and department goals
- Develops our long-, mid-, and short-term organizational and department operational strategies
- Shares them with our staff as common goals
- Realizes those goals based on developed strategy together with our staff
- Budgets effectively for our operational strategies
- Implements our organizational philosophy in the FHR team
- Shares the outcome of the LT meetings in the FHR team

### **Specific responsibilities**

- **Head of FHR is accountable to the GD for the results of the following activities and for how to spend the budget.**

#### **1. Direction of Field Human Resources Department**

- Develops Field HR Strategies and Action Plans in alignment with MSF Japan's vision and Strategic Plan
- Oversees the full spectrum of field human resources functional areas for MSF Japan Office.
- Ensures implementation of the strategic and annual plans for the recruitment, placement and retention of Japanese field workers to meet HR operational needs.
- Is accountable for the quality of recruitment and placement activities, including consistency with movement policies and standards
- Reinforce its recruitment capacity, especially the marketing function of the FHR team
- Ensures the development and implementation of training programs responding to specific MSF Japan needs
- Leads the design, and review, and oversees the execution of the budget of the FHR department
- Ensures effective management of general field administration
- Assesses team resources and potentials and identifies HR needs to sustain the development of the department

- Sets clear attainable objectives for staff, evaluates employee job performance accordingly, in accordance with established MSF procedures, and collaborates with staff to establish appropriate development paths
- 2. Movement wide initiatives and relationship with Operational Centres (OCs) and other sections**
- Negotiate with Operational Sections to place more number of Internationally Mobile Staff recruited by MSF-Japan to have a more balanced placement approach between regions
  - Contributes and participates to the design and implementation of HR initiatives, strategies and policies as per Operational Centres partnerships agreements and practices and in the International Human Resources platform
  - Ensures the execution of specific projects formally delegated by Operational Centre partnerships or by the movement (e.g. International End of Mission Survey project)
  - Actively participates to relevant MSF regional, Operational Centres and international HR platform
- 3. Learning and Development (MSF-J SO7)**
- Identify both hard and soft areas for the Internationally Mobile Staff in our pool to strengthen further together with the L&D Manager
  - Validates the L&D framework (learning needs diagnostics, strategy) developed for field staff
  - Ensures the L&D offer (budget, learning solutions) meets the strategic objective of development of our pool including coordinators and medical specialists
  - Develop concept of a learning hub for the SEEAP project in Japan
- 4. South East East Asia Pacific (SEEAP) Field HR Steering Committee (MSF-J SO6)**
- Represents MSF-Japan in the FHR pillar as voting member of the Steering Committee
  - Drive efficiencies and synergies with the 4 FHR Heads of the region in recruitment, pool management, learning and development.
  - Endorses SEEAP multi-year strategy and annual plan for the field HR pillar
  - Ensures the coherence and alignment of MSF-J FHR plan and SEEAP FHR plans
  - Drives the change management in MSF-J FHR Department to support regional initiatives
- 5. Psychosocial component for MSF-J pool of fieldworkers**
- Embed a new specialized function in FHR : defines job description, recruits, supervises the Psychosocial focal point and on-board in FHR Managers team
  - Ensures MSF- Japan psychosocial support is synchronized with the PSU psychosocial unit in OCP and other OC's where relevant.
  - Ensures Psychosocial activity reports are included in MSF-J annual plan quarterly reports
  - Handover to the Psychosocial focal point the family liaison protocols in case of incident management
- 6. Others**
- Member of Crisis Management Team (CMT) and leads on CMT related issues (preparedness, training, follow up of action points)

<b>Qualifications and requirements</b>
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Essential

- Proven significant experience of at least 5 years in a HR managerial position (Recruiting/ Talent Management/Training).
- Proven significant experience of at least 2 years in the humanitarian field, preferably with MSF
- Excellent command of English (oral and written).

- Full adherence and commitment to the principles, values and goals of MSF.
- Strong leadership and decision-making capacity (strong team-leading and team-working skills).
- Strong negotiation skills
- Strong interpersonal and communication skills
- Demonstrated experiences in other relevant business areas (ex., Marketing, design thinking)
- Demonstrated experience in developing, implementing strategic orientations, budgeting and planning
- Excellent analytical skills and ability to synthesise and effectively present information
- Proven experience in conflicts resolution
- Time management and organization skills
- Stress management ability
- Cross cultural awareness and flexibility
- Proficiency in Microsoft Office
- Ability to travel regularly

Desirable

- Knowledge of Japanese culture or work experience in the Japanese environment
- Japanese language skills
- HR management experience in other MSF office or an international NGO similar to MSF

**Special Notes:**

*This Job Description is only a summary of the typical functions of this position and not an exhaustive or comprehensive list of all possible job responsibilities and duties. Accordingly, the responsibilities and duties of the jobholder might differ from those outlined in this Job Description and the other duties, as assigned, might be part of the job due to the organizational and operational needs.*

**APPLICATION**

Application documents (Please send all these documents)	CV, with your photo if possible (和文・英文) Please note that the additional application documents (e.g. 志望動機書) may be required during the recruitment process.
Email Address	Please send the above documents to: <b>hqhr-recruitment@tokyo.msf.org</b>
Application Deadline	July 3, 2022
Note	Only short-listed applicants will be contacted.