

<b>JOB DESCRIPTION</b>	
<b>Department: FHR</b>	
<b>Position:</b> Recruitment Senior Officer	<u>Reporting to:</u> Recruitment Manager  <u>Number of direct reports:</u> N/A
<b>Duration:</b> Open-ended	
<b>Working hours:</b> Full time	
<b>Job Grade:</b> C	

**Purpose of the position**

Provide the MSF movement with the right candidates for field positions in sufficient quantities and at the right time.  
 Follow the complete recruitment process (pre-recruitment activities, recruitment and post-recruitment)  
 Work in close collaboration with the other members of the Field HR team on HR projects identified in the action plan, to increase the number of specific professions and skilled individuals recruited by MSF Japan for MSF internationally.  
 Collaborate with members from other departments (Communications, Fundraising etc.) on different topics.

**Objectives**

- Pre-recruitment activities: engage with potential applicants in order to create interest and trigger applications
- Recruitment: follow the whole screening process, depending on the profiles and OCs, making sure we provide the right profile.
- Post-recruitment: ensure the proper induction of new recruits and match their profile with corresponding field needs.

**Requirements of the position**

Based in Japan (Commutable to MSF Japan Office in Waseda) with travel domestically and internationally (up to 15%).

**Main Responsibilities**

Pre-recruitment activities

- Regular review and update of the recruitment-related content on the MSF-J website and other relevant materials. Organize, facilitate and follow-up the different activities linked with recruitment events (internal MSF-J and external).
- Analyze the needs from the OCs to find the best profiles to be recruited.
- Research and update the understanding of the specificities of the Japanese labor market for the different profiles.
- Answer inquiries and provide individual advice to potential applicants.
- Participate in the annual planning of the recruitment team activities.

### Screening

- Identify the most appropriate OC to validate the new candidates depending on the needs and profiles.
- Follow the full screening process, from application until the final validation.
- Participate in the document collection process. Maintain complete and accurate records of the recruitment process and its results, produce monthly and other specialized reports.

### Placement and Management of Field Workers

- Ensure that all new recruits go through the proper induction trainings (internal MSF-J and external if necessary)
- Match suitable Internationally Mobile Staff to vacant positions, ensuring candidate has both the skills and the competencies required for the field position.
- Monitor and report on the quantity and quality of field placements and the effectiveness in meeting field needs and plan for future needs.
- Analyze information on placement, turnover, retention and Internationally Mobile Staff issues and develops and implements action to meet challenges and take advantage of opportunities, taking into consideration trends in OCs.
- Ensure effective briefing and debriefing of Internationally Mobile Staff are conducted.
- Develops and maintains effective working relationships with HR staff in operational centers.

### Others

- Actively participate in working groups addressing specific HR issues within MSF-Japan, or with other MSF offices around the world.
- Participate in the different administrative tasks linked with the recruitment activities (invoices, payments etc).
- Provide support and guidance when required to volunteers or interns within the HR department.
- Other tasks as directed.

## **Qualifications and requirements**

### Essential

- Business level of Japanese and good level of English is essential
- Presentation and facilitation skills
- Interest in HR and recruitment
- Self-starter
- Excellent inter-personal, negotiation, networking and communication skills
- Strong organizational and prioritizing skills and the ability to handle a variety of tasks simultaneously
- Works as a part of a team and cross functionally but also autonomously
- Well-developed sense of humor and optimistic attitude
- Interested in working in a multi-cultural team Availability to travel domestically and internationally and to work outside normal office hours, on occasions
- Computer literacy

## Desirable

- Experience with MSF or other humanitarian or development organizations
- Field work experience in medical or paramedical positions
- Business level in French
- Knowledge of MSF operations and projects
- Experience with different Operational Centers
- Experience in specific HR projects
- Experience in Marketing
- Experience in Recruitment
- Experience in event organization
- Understanding of labor markets

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## 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 documents (Please send all these documents)	<ol style="list-style-type: none"><li>1. CV, with your photo if possible (in English)</li><li>2. Motivation letter (in English)</li><li>3. 履歴書 (和文・できれば写真付)</li><li>4. 職務経歴書 (和文)</li><li>5. 志望動機書 (和文)</li></ol>
Email Address	Please send the above documents to: <b><a href="mailto:hqhr-recruitment@tokyo.msf.org">hqhr-recruitment@tokyo.msf.org</a></b>
Application Deadline	17 :00, April 26, 2024
Note	Only short-listed applicants will be contacted. The selection process will start in order of application. We will close the position as soon as we find the best candidate.