

JOB DESCRIPTION	
Department: Advocacy and Institutional Relationship	
Position: Support Staff for organizing Humanitarian Congress Tokyo 2026	Reporting to: Institutional Partnership Sr. Officer Number of direct reports: N/A
Duration: Fixed term (About three months from 15 March to 14 June 2026)	
Working hours: Full-time working	

Purpose of the position

MSF Japan will organize the Humanitarian Congress Tokyo 2026 in May 2026. We expect to organize both the hybrid sessions and the online sessions of the congress over three days on 19, 20 and 21 May as a tentative schedule. The support staff will work as one of the key staff members for organizing the Congress.

Since 2020, MSF has established the "Humanitarian Congress Tokyo" in Japan as a platform to discuss various issues related to humanitarian aid. Information on the Humanitarian Congress Tokyo, which took place in April 2025, is available on the website (<https://www.msf.or.jp/congress/>).

Objectives

To support as a staff member of MSF Japan to organize Humanitarian Congress Tokyo 2026.

Requirements of the position

- The staff member can work both at home and office; however, sometimes it would be required to come to MSF Japan office.
- On the days when the congress is actually held, the support staff will work at MSF Japan office and the venue of the event.

Main Responsibilities

The support staff will conduct the following tasks

- Provide required information to the IT staff member to update the web-site and to the Communication department to promote the event
- Make documents including slides, announcements, briefing documents on the Congress, in Japanese and English
- Work with other MSF staff members and vendors to develop the required setting to carry out the Congress
- Support to manage the division of roles among the involved staff members, the schedule and the time management of the Congress
- Support to develop the outline and contents of the session by discussing it with the panelists and moderators

- Manage the communication with the panelists and moderators and the registered participants and respond to inquiries from people interested in joining the event by email

Qualifications and requirements

Essential

- Good understanding on the area of international aid/cooperation
- Interests to understand humanitarian aid
- The person has interests in organizing seminars on humanitarian aid
- Basic word, excel, and power points skills
- Familiarity with the Zoom system
- Japanese business writing skill with native level
- English writing skills with advanced level
- In case of other nationalities than Japanese, appropriate visa hold

Desirable

- Experience in organising international conferences and seminars, both face-to-face and online

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 <u>(Please send all these documents)</u>	<ol style="list-style-type: none"> 1. CV, with your photo if possible (in English) 2. Motivation letter (in English) 3. 履歴書 (できれば顔写真付き、和文) 4. 職務経歴書 (和文) 5. 志望動機書 (和文)
Email Address	Please send the above documents to: hqhr-recruitment@tokyo.msf.org
Application Deadline	February 15, 2026
Note	Only short-listed applicants will be contacted. We will close the position as soon as the best candidate is selected.