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| JOB DESCRIPTION | |
| Department: Association | |
| Position: Association Coordinator and Board Support | <u>Reporting to:</u> Hierarchical: Advisor to the GD Functional: MSFJ Board |
| | <u>Number of direct reports:</u> N/A |
| Duration: 3 years + possible extension | |
| Current Job Grade: C | |

About MSF Japan

MSF Japan operates as an association. Individuals who meet the membership criteria join as association members and, collectively, constitute the governing body of MSF Japan. One of MSF's defining characteristics is its Associative governance structure. Through member discussions and elections, Board Directors are elected. The Board delegates operational management to the Executive Office while setting organizational direction and making key strategic decisions. This governance model is fundamental to preserving MSF's independence and transparency.

Association members contribute to the direction of MSF Japan by participating in association meetings and the annual General Assemblies, where the activities of the MSF Japan office are reviewed, policies are discussed, and Board elections are held. Members are eligible to stand for election to the Board.

Association members can engage with and contribute to MSF and MSF Japan in a variety of ways. The purpose of the Association Coordinator is to strengthen and enhance the engagement of MSF Japan association members to shape the movement.

Objectives

The Association Coordinator works under the direct supervision of the MSF Japan Board, in close collaboration with the Executive assistant, with day-to-day management provided by the Advisor to the General Director. The role collaborates closely with the MSF Japan Association Committee, the Board, various association groups and members, and the MSF Japan Executive Office.

The Association Coordinator is responsible for developing, organizing, and fostering a more active and meaningful associative life within MSF Japan. The objective is to strengthen the Association's contribution to MSF Japan's strategic direction, goals, and activities, as defined in its strategic plans, while ensuring alignment with the broader MSF movement.

Serving as a liaison among the Board, the Association, the Executives, and the MSF movement, the Association Coordinator will be responsible for the following:

1. To support MSF Japan Association to have a healthy, vibrant associative culture. To be innovative and proactive in proposing new tools.
2. To support the MSF Japan Association to contribute to the MSF movement by having quality and meaningful discussions.
3. To support the MSF Japan Association to have a vision and long and short-term direction.
4. To coordinate and collaborate with other Association Coordinators to support MSF Japan and movement-wide associative activities.
5. To function as a liaison between the association, the board, and the executives of MSF Japan.

The successful candidate will have the opportunity to experience first-hand the dynamism of working alongside MSF colleagues worldwide, confronting global humanitarian challenges and strive to deliver support to people in need.

Requirements of the position

Based in Japan (Commutable to MSF Japan Office in Waseda) with international travel (estimated travel up to 5%) and domestic travel (estimated travel up to 5%)

Role characteristics & Desired skills

1. This role entails **providing practical support for the core functions of organizational management**, such as the monthly board meetings and the annual General Assemblies held in March.
2. The role also supports the smooth functioning of the association through regular interaction with Board members, association members, and executive staff from diverse backgrounds.
3. The role offers the opportunity to build specialized knowledge of MSF over time. We value a candidate who finds fulfillment in facilitating clear and effective communication in a diverse environment, and who demonstrates strong **attention to detail, accuracy, and organizational skills**.

Main Responsibilities

General:

- Contribute to shaping the strategic direction of MSF Japan's association
- Accountable for delivering agreed objectives on time and on budget
- Exemplify by his/her actions the spirit of the principles and mission of MSF

Main Duties (organized in 4 categories):

Policies, plan and strategy

1. To define and develop policies and plans relevant to association life under the direction of the Association Committee.
2. To contribute to the development of the association's strategic directions and long and short-term plans of associative activities in cooperation with the Association Committee.
3. To advise on and propose association related matters to board members and Association Committee by highlighting opportunities and risks, as well as the costs and benefits.

Running of MSF-J Association

1. To monitor, analyze, and understand the needs, opinions, trends, and situations of association members and feedback to the Association Committee as necessary.
2. To support MSF Japan association members, potential association members, and MSF Japan executive staff in further understanding of the association.
3. To support MSF Japan association to identify and discuss topics that are relevant to the movement.
4. To identify and share MSF related information and resources with the association via emails, e-news, online venues, etc.
5. To maintain communication with and support associative sub-groups, i.e., regional, thematic, and professional discussion groups.
6. To facilitate Association Committee meetings: Prepare, organize and follow up on Association Committee meetings. Work with the Association Committee on various associative matters as well as preparing associative discussions in board meetings.
7. To manage membership and other administrative matters regarding the MSF Japan Association.

Support to the Board and bridge with Executive

1. Assist the board in taking action on the associative voices.
2. To organize, facilitate and follow up on associative meetings (in person and online), including the annual general assemblies, as well as online discussion space for the Association members
3. Identify different opportunities and means to allow more open and easy communications within the association and between the association and the board. Develop and implement approved plans to achieve such communication.
4. To undertake such other activities related to association, as may be required by the board of MSF Japan.

Contribution to international dossiers

1. Identify the topics which MSF Japan Association can contribute to in the MSF movement.
2. To network with other Association Coordinators; share and obtain information, resources and other opportunities.
3. To liaise with other regional associations to develop and implement a plan for its future association in accordance with the strategic plan and vision.

Day-to-day support for the Board of Directors and communication / alignment with office staff

1. Administrative support for directors and visitors, including travel arrangement support and expense reimbursement.
2. Daily coordination and collaboration with the Advisor to the GD and relevant departments.

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| Qualifications and requirements |
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Essential Skills and Experience

- Demonstrated ability and experience to manage projects or groups of people in an inclusive manner
- Commitment to, and deep understanding of MSF and humanitarian principles
- Excellent diplomatic skills
- Strong written and oral communication skills
- Positive, vibrant, and able to motivate members and volunteers to be involved in the Association
- Experience in working autonomously and taking initiative
- Skilled in event planning and management
- Experience in project management
- Familiar with digital platforms and SNS or willing to learn
- Strong interpersonal skills and strong networking abilities
- Effective computer Skills (Word, Excel, Power Point)
- Fluency in Japanese and English (oral and written)

Desirable Skills

- MSF field experience
- Previous work experience in an international organization / corporation
- Association Coordination experience in international NGO/NPO

Conditions

- 3 years contract
- Salary as per MSF-J Salary Scale
- Full-time employment (40 working hours per week).
- Social insurance: Japanese government insurances (Health Insurance, Welfare Pension and Employment Insurance).
- Work from home possible, subject to validation of the MSF Japan Board (work from home policy under review in the MSF-J employment rules)
- Performance and development as per the MSF-J Office staff P&D procedure. Evaluator: MSF-J Board with inputs from Chair of Association Committee and the General Director

Special Notes:

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

APPLICATION

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| Application documents (Please send all these documents) | <ol style="list-style-type: none">1. CV, with your photo if possible (in English)2. Motivation Letter (in English)3. 履歴書 (和文) - CV in Japanese (optional)4. 職務経歴書 (和文) - Professional Experience in Japanese (optional)5. 志望動機書 (和文) - Motivation Letter in Japanese (optional) <p>You may be required to submit a motivation letter or other documents as part of the selection process.</p> |
| Email Address | Please send the above documents to: hqhr-recruitment@tokyo.msf.org |
| Application Deadline | May 24, 2026 |
| 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 the best candidate is selected. |