

JOB DESCRIPTION	
Position General Director, MSF Japan	Report to: MSF Japan Board of Directors
Duration: Minimum 3 years (Possible extension)	
Current Job Grade: G	

Purpose of the position

Médecins Sans Frontières Japan (MSFJ) is one of essential contributors amongst 25 sections and 27 associations to the global MSF movement providing grants, skilled personnels, technical expertise and advocacy, committed to delivering independent medical-humanitarian aid to populations in crisis in over 70 countries. MSFJ has been in existence for over 30 years.

The General Director (GD) is appointed by and report to the President and the Board Members of MSFJ.

The GD is responsible for ensuring the effective, efficient, and ethical management of the organisation, with a staff of over 90. Working in close collaboration with senior managers the GD plans, develops and establishes policies and objectives and oversees their implementation, to support the MSF mission by recruiting and preparing field staff; raising funds; bearing witness and speaking out on the plight of populations at risk; and by providing input to MSF operational activities. Developing and managing relationships with other MSF entities is an important part of the role.

Requirements of the position

Based in Tokyo (Commutable to MSF Japan Office in Waseda) with occasional international travel (estimated travel 10-15%).

I. General scope of work

In close collaboration with directors and team leaders, the GD:

- Hold overall responsibility to ensure the effective, efficient, and ethical management of MSFJ, within all applicable laws and regulations and the MSF Charter and Principles.
- Propose multi-year strategic objectives, annual plans, budgets, policies for MSFJ, to the Board designed to support the execution of MSF's mission to provide medical humanitarian assistance worldwide and adjust them as necessary with the consent of the MSFJ Board.
- Designs approaches and execute activities, budgets and policy compliant guidelines to deliver the agreed strategic objectives including defining major financial investments. Ensuring that all activities and practices are compliant with MSF policies, statutes, rules and formal agreements.
- Assesses and monitor risks to the section and its strategic objectives and design, propose and execute mitigating approaches.
- Accountable for the design and implementation of all office rules and regulations
- Execute plans related to other entities in the MSF movement and participate in all relevant platforms.
- Reports to the Board on agreed basis on the progress of the delivery of strategic objectives, changes in risks and in the general MSF internal and external environment, significant changes in budget, to enable the Board to make informed decisions.

II. Supervisory and Fiscal Responsibilities

- Manage directors and heads of teams who in turn manage direct and indirect reports (90+ staff).
- Responsible for the overall direction, coordination, and evaluation of Directors and team heads and the work of their departments and teams.
- Oversight of entire budget (annual income of ¥12 Billion +), budgeting process, and mid- to long-range multi-year financial strategies and investment policies to ensure the long-term financial health of MSFJ

III. Essential Functions and Responsibilities

Planning and Management:

- GD confers with staff to plan operational objectives, develop organizational policies and rules and regulations, to coordinate functions and operations between divisions and departments, to establish responsibilities for attaining objectives.
- Leads the design and implementation of multi-year strategies and annual plans and budgets. Monitors activities, costs and operations to determine organizational progress toward stated goals and objectives
- Appoints, leads, evaluates, and manages department heads and directors and other direct reports. Delegate authority to, consult with and guide staff to achieve goals. Provide ongoing feedback in a context of mutual respect.
- Set clear attainable objectives and evaluate performance for direct reports for compliance with established policies and objectives of MSFJ.
- Monitor, identify and mitigate risks to MSFJ institution and its plans and objectives
- Ensure internal communication is smooth and enables staff to understand MSFJ's purpose, objectives and challenges. This includes holding regular Management Team meetings covering both strategic and day-to-day issues.

Operational and institutional partnership management

- Guide MSFJ's active participation in the definition, monitoring and evaluation of partnerships with APAC, Operational Directorates, and other MSF entities.
- Attend all relevant associative and executive operational and institutional forums
- Oversee and contribute to the assessment of the Operational Projects of partners.
- Assess the added value for MSFJ and the movement of partnerships and advise the Board accordingly

Communications

- Guide and validate the strategy, development and implementation of public efforts to bear witness and increase awareness of MSF's activities, accomplishments, and concerns, expertise and values in Japan.
- In collaboration with the MSFJ Board President, act as a spokesperson for MSF and MSFJ.

Fundraising

- Guide the process of setting and reviewing multi-year and yearly investment and revenue targets to meet the strategic goal of a diversified, predictable, secure and cost-efficient revenue to meet the financial needs and ensure the independence of MSF's operations.
- Guide the development of fundraising strategies, policies and practices that keep to strict ethical standards and ensure highest level of accountability to financial supporters
- Accountable for forecasting MSFJ revenue and setting and reviewing investment and revenue targets, considering international agreed frameworks.
- Solicit funds for MSF work and support the work of the Fundraising Department by engaging with donors identified by the Fundraising staff and speaking at donor events as needed.

Human Resources

- Responsible for the design of overall departmental structural organization
- Ensures that the HR Director develops plans, strategies, policies, rules and regulations, coordinates and directs activities of the HR Department with the aim of, recruiting, selecting, placing, training and retaining qualified and well-suited staff to meet the needs of field operations and the office,

- Ensures that all Human Resources activities and operations are carried out in compliance with applicable local and national regulations and laws and relevant international MSF policies.
- Ensures that the HR department properly administer payroll and benefits for all field and HQ personnel.
- Ensure safeguarding obligations that a working and operational environment free from abuse, exploitation, harassment, and misconduct, and promote a culture of safety, dignity, and respect for all; including our staff, our volunteers, and our partners we work with.

Financial management oversight and legal compliance

- Ensure that the Finance department supports MSF in carrying out its mission in an effective, efficient, ethical and accountable manner to donors and the public at large.
- Review and accountable for final validation of reports and financial statements to determine progress and status in attaining objectives and directs the revision of objectives and plans in accordance with prevailing conditions.
- Accountable for annual budget validation. Validates allocation of MSFJ funding for field programs implemented by MSF Operational Directorates.
- Monitor major legal risks and cases and validate major legal decisions

Information technology and Office Administration

- Ensure that Information Technology and Office Services infrastructure are adequate to support the work of the organization in an efficient, cost effective and safe manner.
- Ensure Data management processes are respectful of privacy of individuals, protected and compliant with all relevant laws and regulations

Advocacy and external institutional partnerships

- Oversee and contribute to the design of high-level representation and advocacy strategies; ensuring that MSFJ is aware of relevant policy developments and practices of public and private institutions in Japan; and the MSF movement is informed as appropriate.
- Directly delivers advocacy messages and conduct high level representation as needed.
- Facilitates coordination of advocacy and representation efforts with other MSF entities.
- Accountable for ensuring all institutional partnerships are properly framed and managed
- Approves selections of Japanese public institutional funding projects and facilitate relationships with Operational partners to ensure successful proposal and timely, quality reporting.

Operational and institutional support projects management & support

- Validates and accountable for the delivery of operational and institutional support projects and initiatives as part of MSFJ's operational centre and other movement relationships.

MSF international executive committee and movement responsibilities

- Attend scheduled meetings of the General Directors (Full EXCOM) of MSF and such other appropriate platforms.
- Proactively engage with relevant international working group emanating from executive platforms. Assure a proactive engagement on political as well as technical international topics in line with MSFJ's Strategic Plan.
- Actively participate in all relevant Operational Center's strategic platforms in accordance with relevant Memorandum of Understanding entered into.
- Attend the International General Assembly online/in person and such other bodies as may be appropriate.

Board and association relations

- Ensure that the associative life is supported administratively and informed of the Movement's activities and associative development, supporting the Association to be engaged, efficient and effective.
- Report to the Board any matter that may have a significant impact on the delivery of strategic objectives as well as matters that may impact the power and sovereignty of MSFJ;
- Carrying the voice of the Association in executive forums.
- Report to the Board on an agreed basis on the progress of delivery of strategic objectives, changes in risks and the general MSF internal and external environment, and significant changes in budget income and expenditures.
- Collaborate with the President of the Board and Committee Chairs to prepare appropriate Board Meeting agendas.
- Permanent invitee at full Board meetings. Attend meetings of Board Committees and working groups as required.

IV. Extent of Public Contact

Regularly represents MSF and MSFJ to external contacts, including senior representatives of the media, policy makers, government officials, diplomatic representations, and other NGO's.

V. Working Conditions, and Travel

The duties of the job require regular attendance 5 days/week for a minimum of 40 hours. Work outside normal office hours is a normal part of the job. Due to the nature of work and time differences with other MSF's sections, working in early in the morning or late at night is required.

Must be able to travel as required including internationally up to 10 times per year to fulfill MSAFJ commitments, as well as to MSF field projects. International travel represents up to 15% of the time.

VI. Position Requirements

Essential

- Commitment to the Charter and Principles of MSF
- Over 5 years' experience as a senior manager in an international organization with significant management responsibilities in projects, budget, risk/crisis and people.
- Experience in financial management of a sizeable organization
- Strong interpersonal and leadership skills, including a strategic approach to managing a multi-national, multi-cultural humanitarian organization, part of an international body
- Ability to inspire and motivate teams, celebrate achievements, and build organizational morale
- Ability to adjust him/herself to the Japanese culture and customs
- In-depth knowledge of fundraising, communication, human resources, advocacy, and finance
- Ability to deal positively and effectively with media, the humanitarian community, NGO leaders, government, medical and academic organizations, activists, donors, corporate executives, and major foundations
- English language fluency (spoken & written)

Desirable

- Experience in a senior management position in MSF
- Field humanitarian experience in a senior operational management role.
- Japanese language skills.
- Experience working closely with a non-executive board
- Experience in health programs and understanding of medical/health issues.

Education – Experience

- Higher degree in work related area or equivalent combination of education and experience

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.

Other Conditions

- Salary to be defined as per MSF Japan Salary Scale
- Social insurance coverage: Japanese government insurance (Health Insurance, Welfare Pension, Employment Insurance and Workers' Accident Insurance)
- Holiday: Saturday, Sunday, Japanese national holidays, and any other days specified by MSF Japan

Application documents (Please send all these documents)	<p>Mandatory</p> <ol style="list-style-type: none"> 1. CV, with your photo if possible (in English) 2. Motivation letter (in English) <p>Optional</p> <ol style="list-style-type: none"> 3. 履歴書（和文・できれば写真付） 4. 職務経歴書（和文） 5. 志望動機書（和文）
Email Address	Please send the above documents to: MSFJ-Board-GD@tokyo.msf.org
Application Deadline	January 10, 2026
Note	<p>Only short-listed applicants will be contacted.</p> <p>We will close the position as soon as we find the best candidate.</p>