

JOB DESCRIPTION	
Department: Field Human Resources Department	
Position: Recruitment and Outreach Senior Officer	<u>Reporting to:</u> Recruitment and Outreach Manager <u>Number of direct reports:</u> N/A
Duration: 2 years (possibility of extension)	
Working hours: Full time (40 hours/week) (Part time may be considered)	
Job Grade: C	

About MSF and MSF Japan Field Human Resources (FHR) Department

Médecins Sans Frontières (MSF) provides life-saving emergency relief and longer-term medical care to some of the most vulnerable and excluded communities around the world. As an independent medical humanitarian organization, we deliver care based only on need, regardless of ethnic origin, gender, religion or political affiliation.

MSF has around 51,000 locally hired and internationally mobile staff (IMS) working in over 70 countries and regions, in some of the most challenging places in the world. Our medical humanitarian projects are supported by offices in 42 countries around the world, including Japan established in 1992.

MSF Japan's Field Human Resources (FHR) Department is responsible for managing the outreach, recruitment, placement, capacity building, career development, and psychosocial support for IMS to meet the operational needs of MSF internationally. FHR Department closely works with Communications, Fundraising, Advocacy, and Support Services Departments and Tokyo Cell.

Purpose of the position

This position plays a key role in implementing recruitment and outreach activities:

- Increase the recognition and attractiveness of MSF as a career choice among younger generations and mid-career professionals through targeted marketing and engagement with relevant stakeholders; and increase the number of applications for IMS in the Japanese society.
- Identify and recruit diverse and quality human resources demanded by field operations 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 and other departments (Communications, Fundraising, Medical Affairs, etc.)

Requirements of the position

Based in Japan (Commutable to MSF Japan Office in Waseda) with frequent travels domestically and internationally.

Main Responsibilities

1. Outreach

- Support the development of outreach and recruitment related strategy and procedures, and implement them aligned with operational needs and MSF Japan's strategic orientations.

- Support the updates of a stakeholder map (e.g. medical institutions, universities, vocational schools, NGOs, UNs, government, humanitarian actors, companies, recruiting agencies, etc.).
- Engage and maintain contacts and build network with stakeholders in various sectors (professors, experts, employers, etc.) to explore potential areas of collaboration.
- Design, edit, and create inspiring outreach and recruitment communication materials and messages aimed at generating the recognition and interest in MSF's humanitarian work as a career choice, nurturing the aspiration and potential of younger generations and mid-career professionals.
- Work closely with digital specialist and keep abreast of various forms and channels of communication (website, e-marketing, social media, etc.) that are effective for outreach and recruitment activities.
- Implement effective outreach and recruitment events (e.g. outreach initiatives in collaboration with external stakeholders, information sessions, professional nights, webinars, etc.).

2. Pre-recruitment

- Regular review and update of the recruitment-related content on the MSF-Japan website and other relevant materials.
- Organize, facilitate and follow-up the different activities linked with recruitment events (internal MSF-Japan and external, including joint events with other MSF offices).
- Engage with potential applicants in order to create interest and trigger applications. Approach proactively the potential solid profiles who have participated in the recruitment events.
- Conduct individual counseling with potential candidates. Develop network of IMS who could provide technical and career advice to potential candidates.
- Answer inquiries and provide individual advice to potential applicants, harnessing expertise of IMS.
- Understand the operational needs. Keep good communications with counterparts of Operational Directorates (ODs); seek proactively the field needs information to understand the trends of the needs. (incl. regular check of vacancy lists, regular catch-up meetings with ODs).
- Research and update the understanding of the specificities of the Japanese labour market for the different profiles.
- Keep the record/data of activities in the FHR database and other tools and participate in data analysis.

3. Screening application and recruitment

- Review applications, conduct interviews, and recruit committed and competent human resources. Follow the appropriate screening and assessment process, from application until the final validation, making sure we provide the right profile according to the field needs of ODs.
- Identify the most appropriate ODs to validate the new candidates depending on the needs and profiles.
- Participate in the document collection process, coordinating with other FHR teams. Maintain complete and accurate records of the recruitment process and its results, produce monthly and other specialized reports.

4. Placement, Onboarding, and Management of IMS

- Match suitable IMS to vacant positions, ensuring candidate has both the skills and the competencies required for the field position.
- Develop and maintain frequent contact with relevant counterparts in the ODs to identify suitable field positions, development opportunities, and support for IMS.
- Monitor and report on the quantity and quality of field placements and the effectiveness in meeting field needs and plan for future needs.
- Ensure that all new recruits go through the proper induction training (internal MSF-Japan and external if necessary).
- Ensure effective briefing and debriefing of IMS are conducted and properly hand them over to the

career development team.

- Is the placement focal point and interlocutor to provide support to IMS when facing issues/challenges in the field, and upon return. Help their career development within MSF. Proactively share information, flag issues, or connect with relevant FHR colleagues (Managers, PSU, etc.) accordingly.
- Facilitate interactions and peer-to-peer connections among IMS, also within the MSF Japan office staff, to cultivate continued connection with MSF Japan office by organizing activities, such as experience sharing, introduction to other IMS with similar profiles etc.

5. Departmental

- In coordination with Manager, actively participate in working groups addressing specific FHR issues within MSF-Japan, or with other MSF offices around the world.
- Analyze information on application, placement, retention and IMS issues and develop and implement action to meet challenges and take advantage of opportunities, taking into consideration trends in ODS.
- Provide constructive inputs to department related activities and annual planning (including team meetings, strategic planning, budget review, cross-departmental support activities) with the goal to establish optimal outreach, recruitment and retention strategies, practices and processes for MSF Japan IMS.
- Closely liaise with the Placement and Career Management team about constraints and opportunities to adjust the action plan and the outreach/recruitment strategy.
- Contribute to creating, updating or improving MSF Japan Field HR and IMS policies and procedures.
- Participate in the different administrative tasks linked with the recruitment activities (invoices, payments etc.).
- Data Protection: as a data processor, ensures that all requirements of compliance related to data protection & privacy of information is implemented and upheld.
- Undertake such other activities as may be required and approved by the Recruitment Manager and/or Head/Director of FHR.

Qualifications and requirements

Essential

- Field experience with MSF or other humanitarian or development organizations
- Commitment to MSF and humanitarian principles
- Strong inter-personal and communication skills
- Strong interest in networking, public relations, and external engagement
- Strong presentation and facilitation skills / event organization experience
- Fluency in Japanese and English
- Interest in HR and recruitment
- Strong organizational and prioritizing skills, time management and the ability to handle a variety of tasks simultaneously
- Works as a part of a team and cross functionally but also autonomously. Self-starter. Interest in working in a multi-cultural team
- Availability to travel domestically and internationally and to work outside office hours, on occasions
- Computer literacy

Desirable

- Knowledge of MSF operations and projects
- Work experience and expertise in human resources and / or recruitment marketing
- Network and knowledge of stakeholders in humanitarian / development sectors in Japan

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)	1. CV, with your photo if possible (in English) 2. Motivation Letter (in English) 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: hqhr-recruitment@tokyo.msf.org
Application Deadline	August 28, 2026
Note	Only short-listed applicants will be contacted. We will close the position as soon as we find the best candidate.