Job Title: Recruitment & HR Manager (Field Ireland)

Hours: 40 hours per week

Reports to: Director, MSF Ireland

Responsible for: Recruitment and HR administrator and HR volunteer

Works closely with: Functional member of the MSF-UK HR team, work under the guidance of the Field HR Manager in MSF UK

Location: Dublin

Duration: Permanent

Salary Grade: Grade 4 Step 1

Salary: €49,046.68

Médecins Sans Frontières/Doctors Without Borders (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 relies on donations from private individuals and organizations for the majority of its income. This private funding gives MSF the freedom to respond where the need is greatest and speaking out publicly when we witness acts of violence and unacceptable suffering, free from any political interference.

MSF has around 40,000 local and international staff working in over 70 countries, in some of the most challenging places in the world. Our medical humanitarian projects are supported by teams in 32 countries, including the UK and Ireland, spread across Europe, North and South America, Asia, Africa and Australasia.

At MSF UK/IE, we support our projects by building relationships with our supporters, increasing awareness of our work, raising funds, providing specialist medical expertise, catalyzing change on medical humanitarian issues, and recruiting staff for field operations. MSF UK/IE personnel are dynamic, hard-working, enthusiastic and committed to MSF’s values and aims.

MEDECINS SANS FRONTIERES (MSF) IRELAND

The Irish office works in a highly integrated manner with MSF UK, and is focused on the core activities of fundraising, recruitment, representation and awareness-raising of our mission among the Irish public. Twelve years after its opening, the Dublin office is staffed with 10 full-time and 3 part-time employees plus 2 interns, involved in general management, communications, advocacy, fundraising and recruitment. In addition, we have several office volunteers who assist on a regular basis with fundraising, administration and recruitment.

MSF Ireland aims to recruit quality field staff from specialized professions to meet operational needs within the MSF movement. For the past years, MSF Ireland has been providing support to MSF UK in the recruitment and retention of Irish field staff. The priority for this role will be development and implementation of a recruitment strategy that capitalizes on skills and experience in Ireland to meet operational needs. This will be done alongside targeted active recruitment in the Irish market and the management of relevant recruitment and HR administration.

HR DEPARTMENT

The role works closely with HR Department MSF UK and is actively involved in the international MSF HRM forum to promote best practice in the management and support of field staff in general and to provide equal opportunities for Irish field workers. This is a pivotal role in building up and maintaining relationships with Irish medical and other professional communities and networking with medical institutions and other professional bodies in Ireland.

The post holder will be mainly responsible for field HR and some HR practical administrative support to the HR (Office) Unit in MSF UK, which is responsible for the development and delivery of people management strategies that support MSF UK/Ireland overall strategic aims and objectives in relation to the office staff.
In addition, the department is part of a larger ‘virtual HR department’ for Operational Centre Amsterdam (OCA) which comprises MSF UK/Ireland, MSF Germany, MSF India and MSF Holland. Together the department works in partnership on all aspects of field related HRM.

**JOB PURPOSE**
The primary objective of this role is to develop and implement an active recruitment strategy for Irish field staff in line with MSF UK/IE’s overall HR strategy and the MSF OCA Strategic plan 2020-23.

The post holder will be responsible for attracting, selecting, developing and retaining high-quality medical and non-medical field staff for MSF operations and develop, implement and monitor, and if necessary adjust, the outcomes of the Irish recruitment strategy.

**MAIN DUTIES AND RESPONSIBILITIES**

**Decisions**
- Contribute to the implementation of MSF Ireland’s strategy and annual planning and being responsible for the design and implementation of the HR annual plan and budget, translating the strategy into operational activities, monitoring progress and taking appropriate action.
- Proactively contribute to the HR related pillars of the MSF OCA Strategic Plan 2020-23.
- Proactively collaborate on operational level with pool managers of all five MSF sections regarding operational HR needs adjusting recruitment and selection accordingly.
- Proactively follow global MSF operations and their evolution and provide the MSF movement with the right candidates for field positions in enough quantities at the right time.

**Analysis and initiative**
- Development and implementation of the Irish HR and recruitment strategy, translating the strategy into operational activities, monitoring progress and taking appropriate action.
- Monitor and analyze the relevant labor market trends in Ireland and tailor recruitment activities in response.
- Plan, manage and deliver recruitment activities, associative events and identified projects, in line with the annual plan and recruitment strategy.
- Proactively develop and maintain effective working relationships with HR staff in operational centers. Where relevant, participate in working groups addressing specific HR issues within the movement in general and OCA specifically.

**Planning and organizing**
- Responsible to step in for the recruitment and HR administrator on daily basis as s/he works 60% only plus during periods of absence.

**Field staff administration**
- Supervise that all administrative onboarding of newly recruited Irish field staffs is conducted timely and effectively by the Recruitment and HR administrator.
- Supervise all arrangements (flights, visa, healthcare and relevant administration) for departures and returns of field staff are organized effectively and efficiently by the Recruitment and HR administrator.

**Payroll and pensions (office and field staffs)**
- Responsible for accuracy of monthly payroll for office and field staffs, checking of contracts and change forms and approval by the Director.
- Supervise and support the administration of all matters related to contracts and compensation & benefits for all staff (field, office), including payroll, pensions and insurance, implementing new processes and systems.
HR office support
- Close collaboration with the UK HR office team to provide adequate general HR support to the Irish office.
- Support the office recruitment process in partnership with the UK HR office manager and the Recruitment and HR administrator (JDs, advertising, management of incoming applications, support with recruitment process when required).
- Responsible for the induction process for new starters, including coordinating regular inductions, explaining contracts, employee handbook and relevant processes.

HR information management and systems
- Responsible for effective collection and dissemination of up-to-date key HR information and data, including the development and provision of regular and ad hoc reports to relevant parties.
- Responsible for the preparation of current HRIS for transition to new HR information system.
- Responsible for ensuring personnel data is stored and processed accurately and in line with General Data Protection Regulations (GDPR).

Resources
- Responsible for the annual HR budget, including monitoring and allocation of expenses, regular review of HR expenditures and putting corrective measures where needed.

Communicating
Internal within MSF
- Maintain regular contact with individual field staffs before, during and after deployment to provide HR support and advice.
- Effectively manage disciplinary and grievance procedures related to field staff in close collaboration with HR Manager field in the UK.
- Act as contact person with family in case of security incidents and/or evacuation.
- Work closely with the Communications team in Ireland to actively produce creative content for the development of appropriate recruitment material, including website and social media. Ensure that they are up-to-date and that there is alignment between Ireland and the UK.

MSF association/associative life
- In collaboration with the designated MSF IE Board member actively plan and facilitate associative events in Ireland.
- In partnership with the MSF UK Association Coordinator, keep in close contact with returned field staff to retain their involvement and enthusiasm.

External
- Actively participate in engagement events managed by the Comms team (Friends of MSF and others).
- Representation of MSF at other external events (career days, fundraising events, external networking events, communication and advocacy activities).
- Develop effective relationships with key institutions and professional bodies in Ireland and Northern Ireland to enable the attraction and retention of key professionals to work for MSF and increase appropriate knowledge and aid retention.
- Develop and maintain networks with key HR staff in other Irish based NGOs to share ideas and good practice.

Developing others
Office team
- Supervise, manage and develop direct reports (Recruitment and HR Administrator and HR Volunteer) to achieve MSF Ireland objectives while fostering team spirit and mutual co-operation between the HR team in UK and Ireland.
- Support the HRO L&D UK in the planning and implementation of L&D activities for the Irish office team.
Field staffs

- Manage the Irish talent and career management initiatives to aid field staff development and retention.
- Coordinate and implement all active recruitment activities for field staff ensuring enough availability of candidates in the pools to meet operational needs including:
  - Developing new tools and innovative approaches towards recruitment, selection, development and retention of field staff.
  - Manage the recruitment process for field staff, including hosting and participating in recruitment events, engaging with relevant institutions and stakeholders, and preparing and posting vacancies.
  - Manage the selection process, including screening, shortlisting, interviewing and testing of candidates. Matching available candidates with suitable vacancies, balancing organizational and individual needs.
  - Systematically brief departing and debrief returning field staff, offer them practical support (re-integration, career evolution and management, Learning & Development needs, future missions) and making referrals to external supports where necessary (including psycho-social support).
- Manage career development and progression of field staff by identifying learning and development needs and opportunities to enroll in long term contracting schemes. Actively manage the talent management program by identifying talent and promoting retention.

Knowledge, skills and expertise

- Responsible for compliance of all recruitment, selection, development and retention activities with HR policies, legal requirements and good HR practice.
- Responsible for optimal cross-administrative alignment between the UK and Irish office policies, procedures and processes.
- Keep abreast of relevant external and internal developments in relation to Irish Employment and labor law, highlighting future needs and making recommendations to Director and UK HR team.

Other

- 24/7 responsibility for Irish HR on-call phone (support to field staffs on mission, and their families if required, in case of illness/medevac, evacuation, other emergencies, critical incidents).
- Work as an active member of the MSF UK HR team, assisting with HR projects/tasks when required.
- Administrative support to the Director and/or the Irish Board when required.
- Facilitate HR related trainings to Irish office team when required, including implementation of the Safeguarding training for office and field staffs.
- Support the HR UK office team in effectively managing disciplinary and grievance procedures related to office staffs.

Please note that this list is indicative of the key responsibilities of this role but is by no means exhaustive. MSF is an emergency organization and a ‘Can do’ attitude and flexibility to take on other related tasks is essential. This job description does not form part of the contract of employment.
PERSON SPECIFICATION

Essential skills and behaviors:
• Previous NGO field experience in a field HR and/or field management role is mandatory. Preferably MSF experience.
• Previous experience in a Human Resources or management function, including talent spotting, HR recruitment and retention, developing, managing and monitoring strategies and HR projects. Good knowledge of employment law and recruitment practices.
• Excellent comprehension and understanding of the importance of HR in delivering patient care and maintaining quality of care in MSF field operations.
• Strong experience and ability to translate strategic choices to operational activities.
• Strong organizational and prioritizing skills with a proven ability to manage own workload and handle a variety of tasks simultaneously in a fast-paced and demanding working environment.
• Excellent inter-personal, decision-making, negotiation, networking, persuasion and communication skills.
• Ability to work on own initiatives with limited supervision, working on a collaborative basis within a team based in different work locations (Dublin, London, Jordan, Tunis) with a proactive ‘can do’ attitude.
• Ability to proactively build relationships with people at all levels and from all backgrounds.
• Ability to exercise utmost discretion in dealing with confidential or sensitive matters.
• Ability to liaise as the family focal point in case of a security incident and/or evacuation of an Irish field staff on assignment. This may include continuous debriefing process with the Irish field staff concerned and his/her family.
• Flexible in terms of time as job requires occasional participation at events and/or meetings during the evening hours and during weekends.
• Ability to travel regularly domestically and internationally (UK office and OCs). Ability to travel to field locations.
• Willingness and ability to do ensuing administration.
• Fluency in written and spoken English.
• Flexibility to take on other related tasks combined with willingness to learn.
• Commitment to aims and values to Médecins Sans Frontières.
• Educated to degree level or higher.

Desirable skills and behaviors:
• Familiar with Irish employment law and understanding of the Irish labor market.
• Medical or paramedical background.
• Knowledge of French.

Candidates must hold an appropriate passport or permit to work in Ireland.

MSF UK/IE is an equal opportunities employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage applications from all sections of our diverse community.

HOW TO APPLY

Timetable:
• Closing date for applications: Thursday 27th June 2019
• Interviews: Mid July 2019
• Start date: Early August 2019
To Apply

If you are interested in this position, please send your CV and a letter of motivation explaining how your skills and experience relate to the person specification to: Recruitment@dublin.msf.org

Your covering letter is the most important part of your application. It should be used to tell us how you meet the selection criteria listed on the person specification.

Enquiries about the position to: James O’ Donnell, Recruitment & HR Manager (interim) Ph: +3531 660 3337

CURRENT BENEFITS AT MSF UK AND IRELAND:

Salaries
MSF UK & Ireland pays the salaries into the bank account on the 30th of each month.

Flexitime Scheme
MSF UK & Ireland operates flexi time. The daily requirement for full time staff is to work 8 hours plus half an hour for lunch with core hours between 9.30am-5.00pm and flexi time periods between 8.30am – 9.30am and 5.00pm-6.00pm.

Annual Leave
The MSF UK & Ireland holiday (annual leave) year runs from 1st January to 31st December. Annual entitlement for full-time staff is 28 days per year in addition to Irish bank holidays (pro rata for part-time).

Sick Leave
On completion of the probationary period, employees of MSF UK & Ireland receive additional benefits though our Group Income Protection Scheme and Group Life Scheme.

Pension Plan
After three months’ continuous employment, you will be enrolled into MSF UK/IE’s Group Personal Pension Scheme. MSF UK/IE will make an employer contribution equivalent to 10% of your gross salary; you will also be able to make additional employee contributions.

Development Opportunities
MSF UK & Ireland has an annual performance review process in place during which individual development needs are discussed and training needs identified.