

# FIELD DEPARTURE COORDINATOR

**Job Description**

**Location: Sydney office (Broadway), hybrid or working from home**

**Reporting to: Field Departure Manager**

**Travel: NIL**

**Supervising: NIL**

**Status: Full time - replacement to cover for team’s annual leave**

**Band / Grade: B1**

**Start Date May / June 2022**

**Length of contract 2 to 3 month contract, to be confirmed Date: [April 2022]**

**Organisational Context**

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF provides assistance to populations in distress irrespective of race, religion, creed, or political convictions.

The Australian Section of Médecins Sans Frontières was established in 1995 and is one of 30 sections, 24 associations and other offices that form the MSF global movement providing oversight and expertise, funding and staff for field operations and communicating on the needs of our patients. MSF Australia deploys over 200 field staff per year from Australia and New Zealand. The organization secures an annual revenue of AUD 90 million in untied funds. The Australia section hosts a Medical Unit in Sydney bringing specialized expertise in the field of Women’s health and Paediatrics in support of our operations overseas. MSF Australia has over 70 full time staff and an active association of over 600 members.

# Overall Responsibility

The Field Departure Coordinator manages daily complex HR services to support fieldworkers and their deployment to the field. HR services include contractual, administrative, visa and travel elements, advising fieldworkers on MSF policies throughout their contract as well as both pre and post mission.

The Field Departure Coordinator works in close contact with both the Career Managers and the Operational Centres and ensures complex multi policies decisions are taken in the best interest of the fieldworkers and MSF operations. She / he has a direct impact on both operational support, fieldworkers' retention, and the best use of MSF’s financial resources. The Field Departure Coordinator contributes to the creation and update of policies and to their communication to the fieldworkers.

# The Field Departure Coordinator is responsible for:

1. Supporting career managers and fieldworkers in the following distinct phases of any field assignment:
   * Pre-departure
   * Departure
   * On assignment
   * Return
   * Post-assignment
   * Trainings (in between missions)
2. Compliance and administration as well as briefing and advising for the following Field HR areas during all phases of field assignments:
   * Remuneration and benefits as per MSF international policies and guidelines (salary, leave, travel, allowances, insurance, perdiem outside of assignment, specific packages)
   * MSFA benefits and policies (leave, travel, insurance, OH&S)
   * Fieldworker expenses
   * Travel arrangements and visa application
   * Contract administration (from start to finish)
   * Ensuring all necessary information for monthly payroll processing are compiled and communicated
   * Maintaining relevant records up to date
3. Coordinating decision making and communication with the Operational Centres managing the fieldworker for a specific assignment, the MSF Australia career manager and in compliance with our policies.
4. Ensuring costs are always kept at a minimum, hence contributing to allocating most of MSF resources to patients.
5. Contributing to the writing and update of MSFA field HR policies pertaining to the position.

# SELECTION CRITERIA

**As the successful candidate you will:**

1. Demonstrate a strong service and people orientation with the ability to build relationships across all levels of the organisation as well as outside of the organisation
2. Possess exceptional communication skills, both written and verbal
3. Have a flair for problem solving and outstanding attention to detail
4. Be comfortable with complex, out of the ordinary situations that require the confidence to make decisions
5. Keep learning and always on the lookout for information that may impact your work
6. Be a team player, excited by working as part of an international humanitarian movement

# Essential selection criteria

* + Experience in HR administration and HR advising
  + Ability to research and learn about all areas pertaining to the role (policies visa
  + Strong organisational skills with particular attention to detail
  + Strong interpersonal skills (empathetic, approachable, diplomatic, within a diverse and inclusive environment)
  + Ability to work both independently and within a team
  + Ability to remain level-headed, flexible, and decisive under time pressure, deadlines and/or last-minute changes
  + Ability to work outside regular office hours in emergency situations as determined by operational needs
  + Ability to ask for help
  + Current right to work in Australia
  + Covid Vaccination certificate

# Desirable selection criteria

* A sense of initiative to review and improve administrative systems
* General knowledge or understanding of humanitarianism principles and the charter of MSF
* Experience and knowledge of MSF internal processes and structures
* Fluency in English
* Ability to speak French

In MSF Australia, we believe the following 5 values form the foundations of our culture –

# Transparency, Respect, Understanding of Diversity, Stepping In and CollaboraTion.

At MSF Australia we value T.R.U.S.T as an essential element to how we operate and believe that these organisation values flow from this trust that we build.

# Applications

Applications MUST address individual selection criteria. You should also write a cover letter indicating why you want to work for Médecins Sans Frontières Australia and attach a copy of your CV.

Please note that a criminal record check may be required as part of the selection process. Applicants with criminal records will not automatically be ineligible for the position they are applying for. Médecins Sans Frontières Australia has a Child Protection Policy in place and all employees are required to comply with this policy.

Médecins Sans Frontières Australia is committed to creating an inclusive workplace for all our staff. We believe that a diverse team helps us better serve those most in need, we encourage flexibility (in all its forms) and we encourage people from a wide range of backgrounds to apply for this role, including Aboriginal and Torres Strait Islander peoples, LGBTQIA+, people from other culturally and linguistically diverse (CALD) backgrounds and people with disabilities. People with a disability can request support from our Domestic HR Department if you think you may require reasonable adjustment during the recruitment.

# Applications close: 20th May 2022

Applications and enquiries to

Email: [officerecruitment@sydney.msf.org](mailto:officerecruitment@sydney.msf.org)