



## **Asylum Seeker and Refugee (ASR) Campaign: Research and Casework Support**

### **Volunteer Position**

**Location:** Australia based (for contractual purposes), remote / rural eligible  
**Reporting to:** Head of Programs Unit, MSF Australia (management line)  
**Status:** Volunteer 6 months – 2 days a week  
**Band / Grade** NA (non-remunerated position)  
**Start date:** May / June 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 21 sections, 24 associations and other offices that form the MSF global movement providing oversight and expertise, funding and staff for field operations.

### **Overall purpose and responsibility of the position**

To support MSF Australia's advocacy for, and assistance to, asylum seekers and refugees (ASR) who have, or are seeking to, come to Australia.

Specifically, the role will undertake research and analysis of the Australian and New Zealand policies and procedures for humanitarian visa's and resettlement, with a view to:

- i) sharing information with and providing basic caseworker support to visa applicants (from Afghanistan and in transit in Libya) and referrals to legal and community support; and
- ii) contributing to effective advocacy and communication messages to the Australian and New Zealand governments on adopting more humane ASR policies and procedures.

### **Main Tasks and Duties**

#### **1. Research and analysis**

- Review and analyse existing ASR and migration policies and procedures to a level of literacy to be able to share relevant knowledge with stakeholders and provide informal (non-legal) advice. Particularly clarifying any mechanisms or procedures for urgent "humanitarian evacuation", emergency rescue and rapid repatriation.
- Review and analyse information on the plight of ASR in contexts where MSF is working – particularly Afghanistan and those in transit in Libya to a level of literacy to be able to support public advocacy and communications messaging
- Identify and collaborate with research schools, lobbyists and like-minded NGOs on positioning on ASR issues – for policy change and law reform

## **2. Caseworker support and coordination**

- Provide basic caseworker support to ASR who have applied for Australia humanitarian visas with the support of MSF – particularly through the Afghanistan Task Force process and through the Out-of-Libya initiative. This may include, but is not limited to: tracking applications, answering basic questions on Australia's ASR policies and procedures, referring applicants to pro bono legal service providers, and referrals to community support groups in Australia.
- Map all relevant stakeholders and coordinate MSFA activities with key stakeholders in the sector – networking and sharing knowledge and identifying possible collaborations and partnerships.
- Support the Head of programs to coordinate MSFA activities with MSF OCs and other Institutional Members engaged in ASR support and advocacy.

## **3. Content development and delivery**

- Review MSF global media, communications and advocacy messaging from various operations and distil relevant content for MSFA advocacy strategies
- Contribute to MSFA ASR advocacy strategies, objectives, actions, timelines and risks analysis
- Draft and revise materials in support of MSFA advocacy campaigns on behalf of ASR, including but not limited to key messages, op eds, research articles and social media tiles / memes

### **Selection criteria**

#### **Essential:**

- Strong commitment to refugee support and related policies in Australia
- Knowledge/experience of the field of international humanitarian affairs
- Knowledge/experience in the field of refugee advocacy or resettlement casework
- Fluency in written and spoken English
- Computer literate (as an end user) and familiarity with MS Office 365 and Teams ecosystem
- Commitment to the mission, aims and values of MSF

#### **Desirable:**

- Prior MSF experience / understanding of structure and functions of MSF at headquarters and field levels
- Skills in other languages (French, Spanish, Arabic, Russian, etc.) an asset

### **Applications**

Your application should include a brief cover letter addressing the individual selection criteria for the position and indicating why you want to work for Médecins Sans Frontières Australia. You must also 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, and we encourage people from a wide range of backgrounds to apply for this role, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities.

**Applications close 5th of June 2022**

Applications and enquiries to Email: [officerecruitment@sydney.msf.org](mailto:officerecruitment@sydney.msf.org)