



## Planetary Health Learning Content Coordinator

### Job Description

**Location:** Australia based (for contractual purposes), Sydney Office preferred  
**Reporting to:** Head of Programs Unit, MSF Australia (management line), with technical reporting to the Learning and Development Team in MSF's Operational Centre Geneva (OCG)  
**Status:** Fixed term contract (12 months, part-time 0.5FTE)  
**Band / Grade:** B2  
**Start date:** January 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.

MSF Australia deploys around 200 field staff per year from Australia and New Zealand to MSF field missions – predominantly managed by MSF Paris (OCP) and MSF Geneva (OCG) operational centres.

MSF recognises the medical and humanitarian consequences of climate change and environmental degradation, and our contribution towards it. As the climate crisis accelerates, so too does the urgency of our collective engagement as a movement. While MSF has been consistently active in environmental health, there is now an evident move toward integrating the broader considerations of climate change and health, under the umbrella of planetary health, with patients at the center. MSF's operational relevance depends on the recognition that health is not defined by the absence of disease and infirmity alone, nor shaped solely through political, economic, and social determinants of health, but also through environmental determinants.

MSFA has made a commitment to climate change mitigation and adaptation objectives and performance measures in its current 4-year Strategic Plan. OCG is taking a leading role in advancing planetary health objectives in MSF field missions and is seeking MSFA collaboration in the areas of i) preparing relevant learning and development materials for field worker education and reference and ii) supporting efforts to reduce single use items (including masks, respirators and gloves) in MSF field missions.

### Overall purpose and responsibility of the position

To contribute to improving field based knowledge and action on MSF environmental pact and OCG planetary health commitments through the identification, design, collation and delivery of relevant learning and development materials for MSF field workers. The position will also contribute to broader stakeholder awareness raising on the health impacts of climate change and MSF's role in mitigating these.

### Main Tasks and Duties

#### 1. Content identification and design

- Organise already existing L&D materials in conjunction with the Planetary Health Team and L&D teams in OCG.
- Identify relevant "open source" planetary health learning materials

- Liaise with relevant subject matter experts (SMEs) from within the medical / humanitarian sector to identify planetary health learning materials
- Collate relevant L&D materials and propose an overall learning structure, methodology, plans and storyboards
- Incorporate adult learning pedagogy into modules.
- Present learning module outlines, framing, objectives and key messages to key MSF stakeholders for validation and endorsement

## 2. Content development

- Prepare detailed learning modules for key MSF stakeholders review, validation and endorsement
- Quality assure final materials including proof reading, testing and final revision
- Collaborate with the digital learning designer to produce digital learning materials
- Oversee relevant translation and proofreading

## 3. Content delivery

- Prepare learning module launch / dissemination plans
- Propose learning module “help” plans and “community of practice” functions
- Support the posting of materials to online platforms including testing and validation
- Oversee the “go live” process
- Design and implement the learning module evaluation plan

## 4. Coordination and support

- Regular meetings with OCG counterparts virtually and through the opportunity to work face-to-face in Geneva for a few weeks in Q1 2022
- Support the facilitation of the MSFA transversal (cross departmental) group on Climate Emergency Action
- Support the MSFA Programs Unit with developing Climate Emergency / Planetary Health advocacy messages, campaign plans and reports

## Selection criteria

### Essential:

- Knowledge/experience of the field of international humanitarian affairs
- Knowledge/experience in the field of climate change mitigation/adaptation
- Experience in a learning and development role in a humanitarian or development organisation
- Experience in the design and development of remote/online adult learning curricula and materials
- Fluency in written and spoken English
- Highly 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
- Familiarity with online learning software and platforms
- Competency in French language skills an asset

## Applications

Applications **MUST** have a **current right to work in Australia**. Your application should include a 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:** Due to the urgency of this position, applications will be reviewed upon receipt. Please apply as soon as possible.

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