



Last Updated: January 2023

Job Title

Humanitarian Affairs Intern

Impact Statement

The Humanitarian Affairs Intern will support MSF Canada's mission and Strategic Plan by assisting with the coordination of the Humanitarian Affairs team's humanitarian advocacy and diplomacy, with a focus on helping to build awareness and understanding across MSF Canada of the team's activities and priorities, especially those that pertain to the organization's broader strategic goals. The Intern will also maintain awareness of relevant humanitarian contexts and related issues to support MSF Canada advocacy campaigns, government relations and general awareness raising, and will assist with reporting and other activities related to funding grants from government donors.

Key Responsibilities

- Ensure the Humanitarian Affairs team has access to key operational and advocacy information from across the MSF movement by monitoring regular operational updates and summarizing/compiling them to inform stakeholder briefings; update the Humanitarian Affairs internal SharePoint page with relevant details from our priority contexts, and document the team's engagements with external stakeholders
- Improve MSF Canada's internal understanding of specific MSF field operations and advocacy initiatives through bi-weekly presentations to the MSF Canada office, with guidance from members of the Humanitarian Affairs team
- Support MSF Canada's institutional funding relationship with the government of Canada by contributing to regular reporting and grant application submissions, as directed by MSF Canada's Grant Management Officer

Job-Specific Competencies

Research, writing, and analysis

- Professional-level English-language writing and editing skills, capable of distilling complex materials into compelling and accessible language with clear narratives
- A self-directed researcher and analyst who can identify broader trends from a wide range of sources
- Analyze operations updates and identify key information to be shared with relevant stakeholders
- Ability to take clear notes and document meetings, interviews, and other engagements with stakeholders

Communications

- Accurately and professionally represent and communicate predetermined positions and priorities of the Humanitarian Affairs teams in meetings, exchanges, and presentations with other MSF Canada departments
- Prepare and deliver compelling presentations both in person and via video conference, using PowerPoint or other presentation software

Collaboration

- Maintain responsive and professional lines of communication with colleagues to advance projects, programs and areas of collaboration
- Absorb new information and perspectives from colleagues and incorporate those into work processes as appropriate
- Respect deadlines and aim to achieve realistic deliverables according to predetermined work plans

Core Competencies

- **Commitment to MSF's Principles;** Proficiency Level 2: Acts towards the fulfilment of MSF's Social Mission
- **Cross-cultural Awareness;** Proficiency Level 3: Demonstrates an integrating attitude
- **Analytical Thinking;** Proficiency Level 1: Compiles information and breaks down a problematic situation
- **Teamwork and Cooperation;** Proficiency Level 2: shares information and coordinates with team and others
- **Results and Quality Orientation;** Proficiency Level 3: Improves performance; sets ambitious, realistic goals

Knowledge and Experience

- Demonstrated experience writing synopses, reports, or communications materials at an advanced level, and creating topical presentations
- Familiarity with, and interest in, the medical and advocacy work of MSF, and with issues and current events relevant to the international humanitarian sector
- Familiar and comfortable with the Microsoft Office 365 suite of programs
- Experience with, or interest in, Microsoft SharePoint or other basic web-publishing tools, apps or software
- Knowledge of, or familiarity/interest in health and sciences

Education, Certifications, and Languages

- Fluency in written and verbal English
- Fluency in French is an asset
- Post-secondary graduate with a focus on political science, international studies, health sciences, communications, or other areas relevant to MSF's social mission

Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m.), some weekends and evenings may be required
- Flexible work hours and hybrid work model available
- The office environment is open concept and workspace is shared with colleagues
- Workstations consist of sit/stand desks, and swivel chair, and laptop
- Work requires long hours in front of a computer/laptop screen
- During COVID-19 restrictions, interns are required to have their own workspace, access to internet, and telephone

Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we're committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

Job Information

Position Level: Intern

Department: Executive Director's Office, Humanitarian Affairs

Position Status: Temporary (6 months)

Activity Rate: 100%, (37.5 hours per week)

Location: Ottawa or Montreal

Remuneration: \$15.50 per hour

Status: Must be legally authorized to work in Canada

Benefits: Flexible work hours, employee assistance program (EAP), vacation days, sick days, and floater days, and a positive and innovative office culture grounded in our core values of humanity, integrity, and results.