



Last updated: October 2023

Job Title

Project Administration, Climate Smart MSF

Impact Statement

The Climate Smart Project Administration is part of Climate Smart Phase 3 project team. Climate Smart project strives to help escalate climate solutions across MSF to future-proof and transform our organization, so it is responsible and resilient. Aligned with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, Climate Smart MSF will catalyze mitigation measures to address climate change impacts from our medical humanitarian operations.

The Climate Smart Project Administration plays a key role to help maximize the efficiency and functioning of the project team by providing a high level of administrative and logistical support to its members and the Program Manager and Project Manager in particular. S/he must be diplomatic, service- and results-oriented, with an eye for detail, with excellent writing and communication skills and a demonstrated capacity to effectively organize and prioritize workflow in a fast-paced environment.

Key Responsibilities

Administrative

- Provide administrative support for Climate Smart Phase 3 program
- Schedule meetings/book meeting rooms as required
- In collaboration with MSF Canada Finance Department, process invoicing linked with the project activities
- Coordinate the translation of documents and emails for technical team into French/English and other languages.
- Responsible for taking notes and minutes in meetings
- Assist with the organization of conferences (venue, catering, travel, etc.) as required
- Create agendas and meeting arrangements for out-of-office staff
- Coordinate onboarding activities for new employees
- Manage the private team SharePoint as digital archiving systems as well as support the team on the development of the project public SharePoint.
- Work closely with Project Manager and Program Manager to ensure accurate and timely completion of administrative tasks
- Develop and maintain the annual calendar of MSF events.
- Track and record holidays and absences of the team
- Accountable for HR admin procedures and follow up with Project manager.

Other

- Support the Energy Assessment support on administrative actions like obtention of visas, flight tickets and other project-oriented activities like the Case studies consolidation supporting the Energy Transition advisor.

- Assist technical support by helping users to access appropriate support channels
- Filter and sort requests for support to avoid duplication
- Organize schedules to allow for full participation of committee members

Core Competencies

- **A Commitment to MSF's Principles;** Proficiency Level 2: Demonstrates Loyalty, Awareness and Respect for MSF's Values
- **Cross-cultural Awareness;** Proficiency Level 3: Demonstrates an integrating attitude
- **Initiative and Innovation;** Proficiency Level 3: Looks ahead and creates opportunities for improvement within the MSF Frame
- **Behavioral flexibility;** Proficiency Level 2: Adapts behaviors to the needs of the situation

Knowledge and Experience

- Experience of supporting projects inside complex, multi-faceted organizations
- Demonstrable knowledge and/or experience of issues related to the environment, international development, public health, and/or climate change will be considered an asset.
- Advanced skills in Microsoft Office 365 (e.g. pivot tables, VLOOKUP, SharePoint, Power BI)
- Ability to multitask and work cooperatively with others
- Event-management skills and ability
- Excellent analytical, interpersonal, and organizational skills
- Previous experience with MSF preferred

Education, Certifications, and Languages

- University degree, college diploma or equivalent work experience in a relevant field
- Fluency in written and spoken both English is essential
- Proficiency in French, Spanish and other MSF operational languages an asset

Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m.), evenings or early mornings may be required depending on time zone and very exceptionally weekends
- Work requires long hours in front of a computer/laptop screen
- Incumbent will be working with a global team, and may be required to attend meetings from time-to-time at inconvenient hours to accommodate people in different time zones

Travel Requirements (according to MSFC's updated Travel Guidance and with rationale for going and carbon reporting):

- 0 – 5% travel
- Very exceptional travels to other MSF offices when required

Job Information

Position Level: Individual Contributor

Department: TIC, under the Executive Director's Office

Reports to Program manager MSF Canada hosted by MSF OCB

Position Status: Temporary, until December 2024

Activity Rate: 100%, 37.5 hours per week

Location: Remote possible (location between UTC -1 and UTC +3 will be favoured)

Status: Must be legally entitled to work in the country where a contract would be issued

Salary Grade: A local salary compensation package based on experience and internal salary grid is offered for this role and will be discussed during the selection phase.

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.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black, Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any individual deserving equity to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease our dependency on fossil fuels, reduce our ecological footprint and help protect human health. Everyone, at all levels, with all skill sets is needed to address the global threat of climate change.