

JOB VACANCY - INTERNAL OFFER - DEPUTY HEAD OF MISSION

Title: DEPUTY HEAD OF MISSION
Direct Reports: HEAD OF MISSION
Location: DODOMA

JOB SUMMARY

Support the Head of Mission through delegated tasks and responsibilities, managing the day-to-day functioning of the capital office and team, ensuring contacts with local authorities according to MSF protocols, standards and procedures in order to contribute to the optimal functioning of the mission. The Deputy Head of Mission replaces the Head of Mission in his/her absence.

Required Criteria:

- Make sure you have valid TIN. In case you don't have it please mention in the application.

Minimum Educational Qualification:

- Degree in project management, risk management, social studies, political sciences, law or administration.

Experience:

- Essential working experience of at least two years in relevant jobs and in management / coordinator positions in MSF
- Experience in budget management and in team management
- **Essential knowledge of Tanzania humanitarian context and legal applications**

Languages:

- Fluent oral and written English and Swahili

Competences:

- Essential computer literacy: word, excel and PowerPoint
- Essential first-rate writing skills and excellent research / analytical skills
- Detail-oriented, legal approach, people management, organisational skill, flexibility, stress and time management

ACCOUNTABILITIES

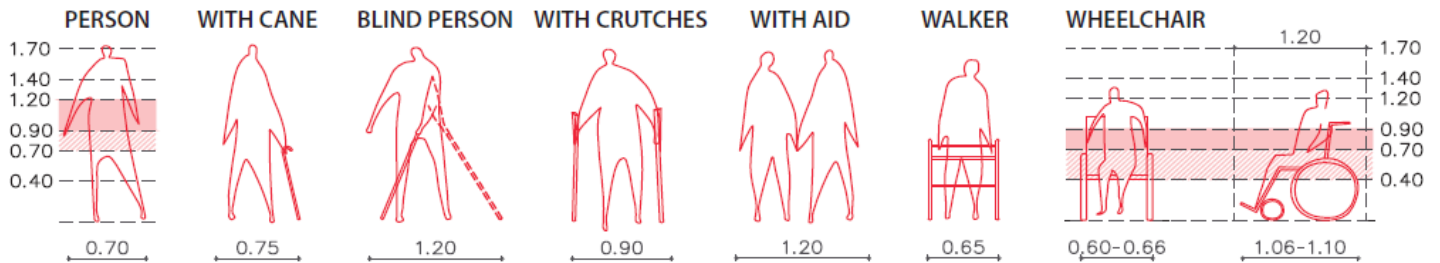
- Contributing to the mission-wide strategy; including the Country Policy, Annual Plan, budget and policy frameworks
- Monitoring the annual plan to ensure alignment with MSF strategies and Mission policies
- Representing MSF towards other actors at national level and supporting the PC with representation at local level
- Contributing to the analysis of the political, humanitarian and medical situation in the country and in the region. Identifying potential fields of intervention and determining response strategies. Supporting the Head of Mission in the preparation of project proposals
- Contributing to the planning and implementation of medical-humanitarian activities in the mission according to MSF standards and protocols, their monitoring and evaluation, as well as their outcomes
- Coordinating, in close cooperation with the Medco, the emergency response procedures
- When necessary leading and participating in exploratory missions
- Ensuring proper planning and coordination of resources in the projects in order to implement MSF activities:
 - Providing support to all project coordinators in project management, and preparation of project reports
 - In cooperation with the Medco supporting the PCs in the planning and control exercises
- Being the link between the coordinators and the projects, assuring the follow-up on specific dossiers delegated by the HOM
- Supporting the HoM in implementing all Human Resources-policies ensuring that MSF acts as a responsible employer in terms of working conditions and reduction of security and health risks
- Monitoring, analyzing and ensuring the implementation of the local security plans
- Guaranteeing and coordinating the implementation of the security framework and ensuring the understanding thereof within the mission, informing the Head of mission on potential security risks, incidents and context changes
- Performing tasks delegated ad hoc by the Head of Mission depending on the dimension of the mission and taking into consideration sustainability in the treatment of the dossiers

APPLICATION DETAILS

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than Wednesday, March 28th, 2024, at 4:00 PM. Please quote the job title on the email subject "Deputy HOM".

Please send your application to the email address MSFCH-Tanzania-Recruitment@geneva.msf.org. The applications can also be sent to **P.O.Box 83, Kibondo** or submitted at MSF offices situated at **Warioba RD, Mikocheni B, Plot 100, Daima Street House no 16** or **To MSF Project Admin in Nduta Refugees Camp, Kibondo District**.

Women, people living with disability or any persons feeling like being part of a minority is encouraged to apply.



The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process have access to your data. MSF does not sell your data under any circumstances.

If you have any questions or requests, you can contact MSFCH-Tanzania-HrManager@geneva.msf.org

Female candidates are highly encouraged to apply.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process have access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact MSFCH-Tanzania-HrManager@geneva.msf.org

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED