

# Apprenticeship - Tokyo Cell Assistant W/M

23 avril 2025

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization created in 1971 that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters.

MSF is currently looking for a A Tokyo Cell assistant - in charge of Papua New Guinea, Pakistan, Philippines, Bangladesh, Iran mission

## **Context:**

The Tokyo Cell is part of the Operational Centre Paris (OCP) and currently supervises 10 programs in the Philippines, Papua New Guinea (PNG), Pakistan, Bangladesh, Iran and Myanmar (explo/action) with an overall budget of nearly 20M€.

Moreover the cell is monitoring the region for the response to emergencies in coordination with the Emergency Cell based in Paris and the regional offices.

Apart from the response to emergencies, some of the operational priorities of the cell in the coming years are the following:

- Run exploratory missions in Philippines, PNG and Iran for potential openings in 2026,
- Work on a 3-5 year plan

## **Objective of the position:**

- Assist the HR Cell Coordinator with technical and administrative work related to the missions of the portfolio (60% of working time dedicated to HR support).
- Provide support to cell functioning activities (40% dedicated to other cell members supporting events, meetings, liaison with the host section / OCP departments and so on)

## **Main Responsibilities:**

### **Management of placement administration and logistics**

- After placement of International Mobile Staff (IMS) is confirmed, coordinates with the travel office in Paris/Tokyo for the domestic and international travel, lodging, visas, work permits, and vaccinations for all IMS assigned to a Cell country in a prompt manner, while supporting frequent changes in departure and return planning.
- Assist Cell Members on domestic and international travel, Lodging, visas, work permits and vaccinations.
- Confirms and verifies with the IMS that all pre-departure documents including country profile, security documents, welcome to the mission documents and all other essential documents have been shared with the international staff. Ensure the Matching Docs on

Country Site (Sharepoint) are updated.

- Collects and manage data related to proof of life documents/informed Consent for the international staff traveling to the field.

### **Support to HR advisor**

- Acts as an alternate on the use of human resource information systems (LIGO) and other HR related softwares.
- Supports the Cell Human Resource Manager for placements of all IMS and Locally Hired staff (LHS) Detachment.
- Updates the cell HR database, with the IMS's personal information, their mission status/contract dates, and follows on departures.
- On IMS Management, Works with the Cell and Field HRCOs and other relevant personnel to keep policies, procedures, and documentation up to date. Recommends and makes improvements to the same.
- Collaborate with the Cell HR Coordinator/ LnD Advisor in the facilitation, planning and implementation of trainings lead by the Cell.
- Follow up in collaboration with the mission in resolving administrative complaints raised by IMS relating to their contracts, salaries, insurance etc.
- Conduct analysis from the HR data including but not limited to team composition, diversity, representation and make recommendations to the Cell HR Coordinator.
- Review and give monthly standing reports to the cell on gaps critical to the missions
- Be the focal point for briefings and debriefings (Liaises with BDD and admin transit) for IMS going to mission including their transportation, pickups and liaising with Tokyo and Paris.
- Briefs/debriefings international staff about their travel plan, immigrations procedures at arrival, medical requirements, safety regulations, welcoming and briefing on arrival in mission. Collect feedback and share with Cell HR Coordinator and Mission HRCO for improvement.
- Create consolidated summary of all briefings and debriefings from Ligo for the attention of cell members following Cell 7 Briefing/Debriefing guide.
- Other duties, as assigned.

### **Events and meetings**

- Attends all weekly cell meetings and support to take concise and clear meeting minutes. Shares meeting minutes with team members and other stakeholders within the next workday.
- Stores the minutes (in writing and recording) systematically in a designated space on SharePoint.
- Organizes, coordinates, and manages administrative needs of cell events, ensuring smooth and seamless performance (workshops, seminars, MAPs, Budget commission, quarterly cell meetings, Cell lead trainings in the region, dinner/lunch events ...).
- Writes a memorandum of conversation for MaPs and cell workshops and shares it with the cell manager or someone acting in that capacity to confirm the accuracy and

relevance of the information captured before dissemination.

## **Documentation and information management**

- Collaborates with cell members to keep a high-quality management of information. Enables information is accessible to those who need it while handling it with an utmost care and confidentiality.
- To organize and follow-up the archiving for each mission with the mission focal point
- Collaborates with the cell members to ensure incoming and outgoing mission documents (reports, proposals, country annuals documents, ...) are correctly filed on cell sharepoint.
- When signed off at the cell, guarantees key mission documents (country profile and projects overview, country eprep file, risk analysis paper) are available on Sharepoint.
- Guarantees appropriate version control in line with OCP information management good practice guideline.
- When requested, reviews reports, proposals, and similar texts for syntax, style, and language. When required, provide translation of key documents of the cell.
- Upon request of cell HR Coordinator, represents in meetings of other departments / sections to convey feedback and information as it relates to cell 7.

## **Profile:**

### **Required:**

- In HR master's course , with genuine interest in and commitment to the humanitarian principles of MSF
- Keen attention to detail and the ability to track multiple projects at one time.
- Ability to prioritize ongoing vs. immediate needs appropriately.
- Strong interpersonal and written and oral communication skills
- Strong computer literacy, including ability to use word processing and spreadsheet and HR database software and to search the internet for research purposes.
- Outstanding proven time management and organizational skills
- Ability to work with a minimum of supervision.
- Excellent judgment and diplomacy
- Ability to write routine business correspondence and internal memos.
- Fluent in French and English

## **Status**

- Minimum 12-month professionalization/apprenticeship contract ("Alternant"). Position based in Paris 19ème, with possible travels to Tokyo. Please enclose school schedules with application.
- Salary from 43% to 100% of SMIC depending on age and contract.
- 13th month's pay (pro rata)
- 22 days of RTT/year (pro rata).
- Meal vouchers (card) with a face value of €12 (60% paid by Médecins Sans Frontières).

- 50% reimbursement of public transport pass.
- Health insurance paid 100% by MSF.

**Expected starting date:** as soon as possible

**Link to apply:** [Careers](#)

*At MSF, we value diversity and strive for an inclusive and accessible working environment. We encourage all suitably qualified people to apply, regardless of their ethnic, national or cultural origin, age, gender, sexual orientation, beliefs, disability or any other aspect of their identity.*

## **Date limite de dépôt de candidatures**

14 mai 2025

*MSF tient à la protection des données personnelles de ses membres, de ses salariés et des personnes souhaitant rejoindre l'association. Les données collectées lors de cette candidature seront strictement transmises, pour un traitement équitable et de qualité, aux personnes intervenant dans le processus de recrutement, quel que soit l'endroit où se trouve la structure MSF à laquelle elles appartiennent. Pour plus d'informations sur la façon dont sont traités vos données et vos droits, [veuillez consulter notre politique de confidentialité](#).*