

Emergency Coordinator (F/H)

11 juin 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.

Being responsible for MSF's operational response in the Mission. In collaboration with the operational cell, defining the mission operational strategy. Coordinating MSF's program execution, identifying humanitarian challenges, representing MSF's interests before third parties. Ensuring compliance to MSF's charter, ethical standards and policies as well as international and national laws and regulations, in order to realize organizational objectives and reach quality targets for the Mission.

Mission

In close collaboration with the operational Cell in Head Quarters, the Emergency Coordinator defines and leads the implementation of MSF operational strategy in Emergency contexts/situations where he/she is deployed. He/she facilitates discussions around risk-taking and team safety, formalizes risk analyses, and engages with key stakeholders to negotiate access to intervention sites. He/she mobilizes and coordinates teams, organizes program activities in a coherent sequence. He/she ensures the appropriate use of financial, logistical, and medical resources allocated to each intervention, and ensures that emergency response efforts are implemented without causing harm to either the beneficiaries or the association's staff. He/she may be deployed as Emergency Coordinator as well as Project Coordinator or other position needed on emergency or explo/assessment team. He/she may be deployed either for an intervention managed directly by the Emergency Cell or for an emergency intervention managed by one of the other Operational Cells of MSF Operational Center of Paris.

Main responsibilities

- Initiating and leading the mission-wide operational strategy.
- Leading the management team translating the strategic objectives into medical - operational activities.
- Contributes to the definition and monitoring of Emergency interventions (missions, projects, activities, etc.) by participating in assessment and evaluation missions.
- Defines the operational strategy and leads its implementation in his mission/area of intervention.
- Monitoring and analyzing the political, humanitarian and medical situation in the country and in the region. Identifying potential fields of intervention and determining response strategies.
- Oversees the definition of needs and the proper use/management of resources required for each intervention.
- Performs continuous analysis of the context/environment of the mission/area of intervention and defines adapted safety & security rules.

- Ensures the direct management of the mission/intervention coordination team.
- Coordinates the proper reporting of MSF activities in his area/mission of intervention.
- Ensures the compliance of processes and procedures implemented during interventions with MSF standards and practices.
- Represents MSF interests in mission/area of intervention and ensures a proper coordination with relevant actors and local authorities.
- Participates in the definition of communication, advocacy and fundraising plans.

Profile

Experience

- Significant experience as Head of Mission, Medical Coordinator or Project Coordinator, preferably in emergency settings.
- Experience includes deployments on missions across various types of interventions, including epidemics, natural disasters, nutrition crises, population displacement, and conflict situations.
- Field or HQ experience with MSF is required.

Competencies

- Knows MSF toolkits and environments: guidelines, budget, reporting, project proposal, etc.
- Knows the MSF governance mission settings, Supply centers, MSF Sections, etc.
- Demonstrated ability to identify strategic/medical -operational priorities and to put in place relevant action plans.
- Ability to perform assessments/evaluations in any kind of context and formulate consistent proposals.
- Strong leadership and organizational skills.
- Negotiation, communication and reporting skills.
- Flexibility and ability to work under pressure.
- Ability to train, mobilize, and manage both international and national staff.
- Quality and Results-based orientation.
- Analytical skill and strategic vision.
- Drafting skills
- PSP training is a plus

Languages

- Working knowledge in French and English (B2).
- Desirable Arabic.
- Spanish is an asset.

Terms of Employment

- Field-based position with visits to HQ in Paris.
- Full-time fixed-term contract of 12 months, with possibility of extension.

- Gross monthly salary: between 3656 to 4365 (gross salary) or 2825 to 3358€/month according to loyalty level (gross salary)
- Specific Emergency package including completion bonus and extra paid leaves.
- Social Benefits: Health insurance, per diem expenses and living costs in the countries of intervention and in HQ, paid according to internal regulations.
- **Ideal starting date:** July 2025 (flexible)

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.

Type de contrat

Fixed-term contract

Date limite de dépôt de candidatures

22 juin 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](#).