



Staff Health Care Plan Implementation Coordinator (W/M)

27 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.

Context

For several years, MSF has been engaged in a global project to review the processes for valuing all its staff in order to increase their coherence and reduce certain inequalities observed. This vast project is called "Rewards Review" and has several components.

As part of this ambitious project, a review of the health care coverage of staff has been initiated with the aim of improving access to care for MSF staff as much as possible. This specific objective related to staff health care has been entrusted to the Staff Health Unit Intersectional Platform which brings together the coordinators of the 6 Staff Health Unit (SHU) of the 6 Operational Centers (OC).

The first achievement was to define the medical content that will serve as a reference for any staff health policy, this is the Staff Health Care Plan, finalized in January 2024 and validated by HR directors (IDRH) and general managers (EXCOM).

Then, the work focused on the development of a roll-out strategy as well as on the production of a toolbox for the implementation of the Staff Health Care Plan. At the beginning of 2025, it was decided that the implementation would be done gradually, targeting Locally Hired Staff (LHS) and countries where several MSF sections work, with a large number of staff and relatively difficult access to care. The choice of priority countries is underway, in collaboration with the operations departments of the various OC.

The other countries will gradually follow in 2026.

The "Staff Health Care Plan Implementation Coordinator" will be in charge of coordinating the implementation of the staff health care plan according to the roll out strategy defined jointly by the operations departments and the SHU int platform.

Accountabilities

Coordination of the practical implementation of the new Staff Health Care Plan

Countries beginning the process:

- **In consultation with the SHU and the OPS, determine the set up in each country where the implementation starts: intersection staff health focal point, steering committee, ..**
- **Is the direct counterpart for the identified staff health focal point of the country.**
- **Direct the health staff teams in the analysis of the existing situation, the drafting of action plans, time frames and budgets.**
- **Responsible for the distribution of existing tools. Advise and guide teams on their use.**
- **Conduct field visits if relevant and/or on request.**
- **Report on the progress of the project to OPS and SHU int platform regularly.**

Other countries :

- **Guide each SHU to review their portfolio and to formulate adapted strategy.**
- **Assist the SHUs in developing an implementation schedule for all countries.**
- **As technical referent, answer to questions/requests, share documentation, together with the SHUs**

Further development of tools and resources ?

- Analyse the feedback from the field on the existing tools.
- Improve and revise existing tools.
- Develops new tools if relevant.
- Identify, map, and clarify possible collaboration with other departments to improve the tools developed (for instance inclusion of relevant expertise in procurement, legal, insurance, finance...).
- Link with those resources and coordinate their support.
- Identify and alert on gaps in support that need to be further addressed.

Communication – Monitoring – Capitalization

- Develop key indicators to assess the impact of implemented changes and allow the needed adjustments over the time
- Develop indicators and a system for evaluating staff health policies
- Provides a centralized reporting system that aggregate the indicators for a comprehensive global analysis

- Regularly reports to the SHU int platform on the status of the implementation project in the countries
- Works in close collaboration with SHU to ensure buy-in and validation at each step in process.
- Participate in international meetings on request.

Context specific accountabilities

The staff health care plan implementation coordinator will be reporting to the SHU int platform. According to the selected candidate geographical location the specific administrative framework and official accountability referent will be defined (will be one of the SHU coordinators). .

Mobility : will have to do field visits and possible movements to different HQ.

Requirements

Éducation

- Medical or paramedical

Experience

- Experience with MSF is mandatory: medical coordination with staff health responsibilities
- Experience in an MSF office is an asset

Languages

- C1 in English & French is mandatory.
- A 3rd language is an asset

Knowledge

- Computer literacy (developing tools, analysis, ...)
- Writing reports
- Ability to create tools and indicators

Competencies

- Organization, analysis, synthesis
- Good communicator
- Independent in the work
- Responsive and creative (solution oriented)

Specificities

Status: 16-month full-time fixed-term contract. Based in a city with an active MSF Staff Health Unit (Paris, Geneva, Amsterdam, Brussels, or Barcelona). Field visits will be required. Remote work possible according to MSF's current policy.

Conditions: Level 8 position according to the MSF Paris headquarters salary grid (equivalent level according to contracting office). Social benefits as per MSF's applicable policy.

Start date: September 2025.

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

6 juillet 2025

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