



Business Analyst W/M

12 août 2026

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.

This position can be based in Geneva's or Paris' HQ.

Tasks & Responsibilities

1. Requirements analysis

- Build a functional and technical requirements catalogue for the building of a technical solution for Information Lifecycle Management and Digital Preservation.
- Capture functional and technical requirements using proven techniques to elicit latent needs, test their validity and relevance, resolve conflicts, and guide prioritization.
- Conduct discussions with project stakeholders and team members to understand their problems, needs, and ideas.
- Coordinate requirement walk-throughs and signoffs, verifying with user representatives and stakeholders that use cases and process models accurately depict the business needs.
- Prepare detailed functional and technical specification documents, taking into consideration existing system components.
- Collaborate on the identification of solutions existing on the market and used by other organizations, analyze their fit to MSF needs. Stay informed on opportunities
- Collaborate on analysis of the value-add for the business and for the organization.

2. Request for proposal (RFP)

- Collaborate on producing the documents for the RFP, disseminating it and establishing evaluation metrics

- Evaluate the proposals and participate in selecting vendors and service providers, ensure that the proposed solution corresponds to the specified requirements.

3. Design

- Collaborate with the project manager, the project team, and the selected vendor/service provider on the creation of an Information Governance blueprint that covers Information Lifecycle Management, Information Security, and other aspects.
- Ensure that the designed solution corresponds to the specified requirements.

4. Implementation, Testing and Roll-Out

- In collaboration with the project team, contribute to the drafting and executing User Acceptance Tests (UATs), guide and support users in preparing and conducting UATs.
- Test, assess, and validate the implemented solution in relation to the specified requirements.
- Support the design and implementation phase, assess and validate vendor's proposed functionalities.
- Accompany and support training and roll-out / go-live of a Minimum Viable Product (MVP).
- Help in knowledge transfer and handover to the operation and support organizations.

5. Project Management

- Support the completion of project templates: business cases, monitoring & evaluation frameworks, schedule plans, and budgets.
- Collaborate on keeping Asana and SharePoint project platforms up to date
- Contribute to periodic strategic plan monitoring reports and dashboards.

Your profile

Education:

- University degree or comparable education in computer science, business administration, information science or related field

- **Additional education or training in Records Management, Archival Information Systems and Digital Preservation is an asset**

Experience:

- **5+ years of work experience in implementing information systems solutions**
- **5+ years as business analyst, technical consultant, information systems project manager or enterprise architect**
- **Experience in an international work environment (international organization, humanitarian organization or similar) is an asset**
- **Experience in carrying out projects in Information Lifecycle Management, Records Management, Digital Preservation, Archival Information Systems, Enterprise Content Management or similar is an asset. Training and certification in any of the mentioned areas is an asset.**
- **Experience in AI-/machine-assisted taxonomy-building, metadata-creation, classification, archiving or similar is an asset**

Languages:

- **Fluency in English and French, strong oral and written presentation skills**
- **Minimum requirements for this specific position are:**
 - **French B2**
 - **English B2**

Skills/ Technical competencies:

- **Strong knowledge of Microsoft 365 ecosystem (SharePoint, Teams)**
- **Strong analytical skills coupled with the ability to draw information from people**
- **Strong capacity to understand business needs and to capture and transform them into solutions**

- **Project management skills**
- **Understand information security, information lifecycle, data protection, and compliance concepts.**

Personal Abilities/Qualities:

- **Commitment to MSF Principles and Values including MSF Behavioural Commitments**
- **Excellent ability to work in a multicultural environment successfully and to demonstrate commitment and support for diversity, gender-responsive, inclusive, and non-discriminatory behavior and attitudes.**
- **Able to manage multiple workstreams simultaneously**
- **Able to work in a dynamic environment with evolving priorities**
- **Very strong capacity to manage stakeholder expectations**
- **Creative in organizing and presenting information**
- **At ease working with both technical and non-technical colleagues**
- **Excellent team player**
- **Autonomous and very well organized**

Terms of employment

Compensation, benefits and contractual conditions are determined in accordance with the remuneration policy of the MSF section hosting the contract.

- **Employment rate: 80% to 100%**
- **Fixed-term contract 12 months**
- **Working place: OC Geneva or OC Paris**
- **Ideal start date: September 2026**

How to apply

Candidates are invited to submit their application exclusively through our recruitment platform, at this link: **[Business Analyst - LOGO_MSF](#)**

And following these guidelines:

- CV (maximum 2 pages)
- Cover letter (maximum 1 page)
- Documents must be submitted in either English or French.

We reserve the right to close this vacancy earlier if we receive a sufficient number of quality applications.

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

31 août 2026

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](#).