



HR Cell Manager (W/M) - Based in Nairobi

3 septembre 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.

Opening as part of a position creation.

Mission

The Cell HR Manager is responsible for the operational implementation of the Cell's HR across missions, providing structured, consistent, and direct-support HR management to South Sudan, Kenya, and Chad missions. The position works directly with, and is responsible for, the HRCOs in these three countries, ensuring HR approaches deliver direct, tangible value to field teams.

The Cell HR Manager acts as a strategic partner to the Cell HR Coordinator – not solely an operational implementer – contributing to strategic dossiers including duty of care, gender and diversity, and acting as a filter to surface strategic issues arising from day-to-day mission engagement for joint resolution with the Cell HR Coordinator.

The Cell HR Manager is the designated backup to the Cell HR Coordinator in their absence and is expected to cover for HRCOs in the field at times to ensure continuity of HR leadership in missions with no gaps.

Professional Links:

The Cell HR Manager reports to the Cell HR Coordinator and works in close coordination with the Pool Management Unit, the Travel, Movement and Departure Unit, GRH / Field Administration, the Learning & Development Unit, and Human Resources Operations (HROps). The Cell HR Manager is a member of the Cell 6 team.

The Cell HR Manager works directly with, and is responsible for, the HRCOs of South Sudan, Kenya, and Chad missions, acting as their primary day-to-day Cell-level HR counterpart.

Organizational Context:

Cell 6, also known as the Nairobi Cell, is based in Nairobi, Kenya, hosted within the MSF Eastern Africa offices. The Cell manages operations in South Sudan, Chad, Kenya, and Sudan (soon). The Cell HR team leads HR strategy and operational management for all four missions, with the HR Coordinator focusing on strategic oversight and Sudan mission support, and the Cell HR Manager leading on operational implementation and direct, responsible HR management for South Sudan, Kenya, and Chad.

Cell HR management's approach toward missions is one of direct support: the Cell HR Manager is expected to provide clear direction and hands-on problem-solving alongside HRCOs, rather than a purely advisory relationship. This requires sound judgment in balancing support with the

autonomy of mission teams, and a focus on the practical value Cell-level engagement brings to field operations.

Main Activities

1. Mission HR Responsibility – South Sudan, Kenya & Chad

- Hold direct responsibility for Cell-level HR management of South Sudan, Kenya, and Chad missions, working hands-on with each mission's HRCO.
- Conduct weekly one-on-one meetings with HRCOs across the three missions.
- Apply a directive-support approach: provide clear, practical, field-relevant HR guidance that adds direct value to mission operations rather than purely advisory input.
- Provide ongoing mentoring, guidance, and career development support to HRCOs and Deputy HRCOs in conjunction with the Cell HR Coordinator.
- Conduct regular check-ins with Deputy HRCOs and Administrative Managers in the field across the three missions.
- Support mission HR teams in developing and reviewing HR strategies, policies, and action plans tailored to each mission's operational context.

2. Strategic Partnership with the Cell HR Coordinator

- Act as a strategic partner – not solely an implementing role – to the Cell HR Coordinator, contributing directly to Cell-level HR strategy.
- Lead or co-lead strategic topics including duty of care and the implementation of gender and diversity initiatives across Cell 6 missions.
- Serve as a filter for strategic issues: identify emerging strategic HR concerns arising from day-to-day mission conversations and engagement, and flag these proactively to the Cell HR Coordinator.
- Collaborate closely with the Cell HR Coordinator to design and implement strategic interventions tailored to specific mission scenarios.
- Contribute to Cell-wide reflections on HR policy, workforce planning, and operational HR priorities.

3. Field Coverage & Continuity

- Sometimes, cover for HRCOs in the field at times of absence (leave, vacancy gaps) to ensure HR leadership continuity in missions with no coverage gaps.
- Act as designated backup to the Cell HR Coordinator during leaves, field visits, or other absences.
- Represent the Cell HR team in internal and external meetings when the Cell HR Coordinator is unavailable.

4. Learning & Development Leadership

- Take the lead on all elements relating to Learning & Development (L&D) across Cell 6 missions.

- Support and supervise L&D Managers and L&D Supervisors/Specialists embedded within missions.
- Ensure mission-level L&D strategies are coherent, well-resourced, and aligned with Cell-wide capacity-building priorities.
- Promote a culture of continuous learning, capacity building, and career development within mission HR teams.
- Drive implementation of the Performance Management (BILAN) process across missions.
- Ensure proper onboarding and staff orientation procedures are in place across the three missions.

5. Operational HR Management & Field Support

- Oversee day-to-day HR operations including recruitment, contracts, disciplinary processes, and separation procedures across South Sudan, Kenya, and Chad.
- Ensure consistent, hands-on HR support to field projects and mission HR teams.
- Ensure compliance with HR policies, procedures, and national labor laws within the Cell's mission perimeter.

6. International Mobile Staff (IMS) & Pool Management

- Oversee, in collaboration with pool managers, the matching of International Mobile Staff to field positions excluding Head of missions.
- Support the missions for placements of all international staff, including senior roles.
- Take lead in the implementation and maintenance of Human Resource Information's related systems and processes.
- Lead onboarding and offboarding processes for IMS going to and returning from the field.
- Liaise with the Travel, Movement and Departure Unit and GRH/ Field Administration on IMS-related topics.
- Develop, review and update matching documentation on SharePoint to reflect realities and anticipate changes.

7. Knowledge Management & HR Systems

- Strengthen documentation and capitalization of HR practices across Cell 6 missions.
- Ensure effective use of SharePoint (HR pages), HRIS platforms (Ligo, Homere), and other HR information management tools.
- Guarantee data quality for HR reporting and decision-making.
- Ensure a smooth HR reporting system to steer and monitor team activity.

8. Internal Communication & Staff Engagement

- Contribute to the definition and implementation of internal communication strategies within the Cell HR team.
- Ensure consistent information flow across all staff categories in South Sudan, Kenya, and Chad missions.
- Promote transparency, inclusion, and meaningful staff dialogue.

Job profile

Experience:

- Significant experience (4 years minimum) as an HR Coordinator (HRCO), or a strong HR Deputy Coordinator, or Project Coordinator with HR/Admin background and experience, in MSF or a comparable international humanitarian organization.
- MSF field experience is an asset.
- Significant experience in HR project management; experience in an HR cell position is desirable.
- Demonstrated experience in International Mobile Staff management and field HR operations.
- Experience supporting or implementing learning and development initiatives is an asset.

Languages:

- At least C1 (fluency) in French is required.
- At least B2 (intermediate) level in English is required.

Skills:

- Strong management and supervision skills.
- Negotiation and conflict resolution skills.
- Significant experience and knowledge in human resources management including HR information systems (Ligo, Homere).
- Project management and change management skills.
- A global vision of OCP and the MSF Association, with knowledge of humanitarian operations, including emergency response.
- Aptitudes:
- Leadership, vision, anticipation, and ability to identify strategic and operational priorities and find solutions.
- Strong dialogue, listening, and interpersonal skills.
- Ability to analyze complex situations and produce clear summaries and recommendations.
- Ability to identify strategic signals within day-to-day operational conversations and escalate appropriately.
- Resilience and ability to work effectively in complex, multi-mission environments.
- Comfort operating in a support model, balancing hands-on guidance with respect for mission team autonomy.

Employment conditions

- Full-time position based in Nairobi with international travel to MSF field missions.
- Fixed term contract 2 years

Female candidates are strongly encouraged to apply.

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

20 septembre 2026

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