HRO - Human Resources Officer Operation Cell 4 (M/F)

17 novembre 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.

Médecins Sans Frontières (MSF), an international medical humanitarian association founded in 1971, provides medical assistance to populations facing life-threatening crises, mainly armed conflicts, but also epidemics, natural disasters and exclusion from healthcare. MSF's French section is present in around thirty countries. To strengthen our team, we are looking for a HRO - Human Resources Officer Operation Cell 4 (F/M)

Position Context:

The HRO position is fully integrated into the operational Cell, a multidisciplinary team of around ten people supporting field missions and operations. The cell currently coordinates three countries (Afghanistan, Haiti, Nigeria), representing nearly 2,500 national colleagues and approximately 120 international staff. The portfolio may evolve over time.

Within this cell, the HR Manager works in body partnership with another HR officer. This organization aims to foster professional exchange, knowledge sharing, and joint reflection on key HR issues. The two managers share leadership of the countries within the portfolio as well as certain cross-functional files, while maintaining a sufficiently in-depth understanding of all contexts to ensure continuity of activities during absences, leave, or field visits by their counterpart.

The position holder acts as an HR partner for operations by providing advice, support, and expertise to field and coordination teams. He/she also contributes to the continuous improvement of HR practices within the cell and actively participates in cross-functional discussions conducted with other departments.

The position requires an excellent knowledge of colleagues at headquarters as well as of the OCP international staff pool. This detailed understanding of profiles, competencies, and career paths is essential to support missions in identifying and mobilizing resources adapted to their needs.

Current Challenges of the Position:

We are looking for someone with a strong interest in social dialogue issues and the ways in which it can be organized within MSF intervention contexts.

The position also involves a strong commitment to duty of care, staff solidarity, and the implementation and monitoring of support mechanisms and associated good practices.

Promoting a safe and respectful work environment is also a key responsibility. The HR Manager contributes to the dissemination of safeguarding principles, awareness raising among project and coordination teams, the establishment of appropriate reporting mechanisms, and the diligent handling of alerts, in close collaboration with the relevant specialist teams.

Particular attention is paid to supporting international staff throughout their professional pathway, notably through the organization and quality of mission departure and return debriefings.

Finally, the position offers the opportunity to contribute to high-impact cross-functional HR files linked to the cell's and organization's strategic priorities. This dimension represents an important lever for professional development and provides the opportunity to actively contribute to the evolution of MSF's HR policies and practices.

Responsibilities:

Under the responsibility of the Cell Manager and with a functional reporting line to the Head of the Operational HR, the Operational HR officer is the strategic HR partner of the cell. He/she ensures, within the countries under his/her responsibility, the quality and consistency of the HR response, its adaptation to operational realities, and its contribution to mission impact. He/she supports operations in understanding human issues, identifying HR needs, and defining appropriate responses. He/she contributes to operational management through contextual analysis, advice to operational stakeholders, and leadership of the HR function within his/her scope. He/she ensures the mobilization of relevant expertise, the clarification of programme needs, and the consistency of the responses provided.

Your main activities, as a member of the Cell HR team, are as follows:

1. Lead the HR contribution to operations management

o Participate in defining objectives and developing operational strategies for the cell’s programmes. o Bring an HR perspective to decisions, anticipate human and capacity risks, and alert the cell to these risks. o Inform decision-making and contribute to the cell’s cross-functional projects by providing an HR perspective, facilitating implementation, and contributing to prioritization. o Contribute to the cell’s strategic reflections by providing analysis of human issues, organizational capacities, and their operational consequences.

2. Lead the HR strategy within the assigned scope

o Assess HR dynamics in the countries under his/her responsibility and contribute to the cell’s strategic reflections. o Coordinate with counterparts from other Operational Centres (OCs) on the implementation of intersectional HR policies within the scope. o Contribute to anticipating HR needs and forecasting the resources required within the scope.

3. Identify needs and direct them to the appropriate stakeholder

o Help programmes define the actual HR need, which is not always the one initially expressed, and direct it towards the

appropriate expertise or lever. o Ensure the mobilization of appropriate expertise and the proper coordination of interventions with programme needs. o Support functional managers and coordination teams in decision-making and in the implementation of HR policies, procedures, and tools.

4. Ensure the application and adaptation of HR frameworks o Ensure the dissemination and compliance with HR policies and procedures within the scope, relying on headquarters expertise and technical coordination. o Be responsible for their implementation and adaptation at country level, while respecting common principles. o Advise the Cell Manager on exceptions when operational constraints require them, seek arbitration when necessary, and ensure the follow-up and capitalization of approved exceptions.

5. Support and lead the team and coordinations o Define the cell's HR priorities, manage the HR team, foster skills development, and strengthen team cohesion. o Ensure a coherent distribution of responsibilities, activities, and workload within the HR team. o Support HR coordinations in the countries under responsibility, while respecting the leadership they exercise within their own scope, by providing headquarters perspective and comparative insight across multiple contexts. o Promote a shared analysis of HR challenges and support the critical reflection necessary for complex decisions.

6. Contribute to HR developments and transformations o Contribute to HR transformation initiatives affecting the scope and promote ownership by the teams concerned. o Escalate the development needs arising from the evolution of the countries under responsibility and contribute to designing appropriate responses.

7. Monitor, analyse and report o Ensure the collection of management information and HR reporting within the scope. o Analyse HR issues specific to the countries under responsibility and communicate them to the Head of the Operational HR Scope. o Contribute to identifying, planning, and monitoring the resources necessary for implementing HR priorities within the scope, including their budgetary implications.

8. Cross-functional responsibilities and contribution to the HR community: o Contribute to the HR professional community, participate in sharing practices and lessons learned, and facilitate the circulation of relevant information between the scope, other cells, and headquarters. o Maintain working relationships with counterparts, other MSF sections, and stakeholders operating in the same contexts in order to promote alignment and the sharing of HR best practices. o Contribute, within the scope, to staff mobility, diversity, and gender balance, as well as to the recognition of career paths and expertise.

Additional Activities: o Contribute to the design and facilitation of HR training sessions. o Undertake short mission assignments to cover vacancies in coordination positions, according to operational needs.

Profile:

Experience: Good knowledge of MSF, its organization, tools, and operational contexts. · At least 2 years of field experience (with MSF or another humanitarian NGO) in an HR coordination role. · Team management experience is mandatory. · Experience at OCP headquarters is an asset. · Training experience is an asset.

Required Skills: Knowledge of Human Resources Management techniques and tools (LIGO/Oracle/HRIS/HR Need, etc.). · Coaching and team support. · Interest in digital tools and applications (Office/Internet/SharePoint/etc.).

Languages: · English and French, minimum B2 level.

Personal Attributes: · Ability to cooperate, adapt, and work as part of a team. · Proactive, creative, and solution-oriented. · Strong dialogue and interpersonal skills. · Strong analytical and synthesis skills. · Organized, flexible, and autonomous. · Responsive, able to anticipate and manage priorities. · Willingness to travel to the field when required.

Contractual Conditions: 15-month fixed-term contract based in Paris. Executive status, full-time position. On-site work is mandatory and remote work may be considered for up to two days per week. Field travel to be expected

Salary Conditions: €47.2k gross annual salary over 12 months (possible extension depending on the return of the position holder), 22 RTT days per year, complementary health insurance fully covered by Médecins Sans Frontières. Meal vouchers with a face value of €9 (60% covered by Médecins Sans Frontières). 50% reimbursement of public transport subscription costs.

Position to be filled: January 2027

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

8 décembre 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.