Head of Office - Based in Dakar

24 novembre 2026

Médecins Sans Frontières, association médicale humanitaire internationale créée en 1971, apporte une assistance médicale à des populations dont la vie est menacée : principalement en cas de conflits armés, mais aussi d'épidémies, de pandémies, de catastrophes naturelles ou encore d'exclusion des soins.

Médecins Sans Frontières (MSF) is a non-profit medical humanitarian organisation that intervenes in crisis and conflict situations. In accordance with its charter, MSF delivers aid to populations in need, to victims of natural or man-made disasters and of armed conflicts, regardless of race, religion or political beliefs. MSF's work is based on humanitarian principles, operating independently and impartially. More than 90 per cent of overall funding comes from non-governmental private sources. MSF is neutral and does not take sides in armed conflicts; providing care on the basis of need alone. MSF medical teams often witness violence and neglect in the course of their work, largely in regions that receive scant international attention. At times, MSF may publicly speak out to draw attention to a forgotten crisis, to alert the public of obstacles and/or abuses occurring beyond the headlines, to criticize the inadequacies of the humanitarian response, or to challenge the diversion of humanitarian aid for political interests.

Context

The Dakar Intersectional and Regional Support to Operations (DIRSO) office aims to bring in perspectives and expertise from the region, pool resources and identify synergies across MSF operational centers (OC) and engage with the vibrant organizational ecosystem in Dakar in support of MSF operations in west and central Africa. The Dakar Office groups together MSF operational support teams (cells/desks), technical referents and back-office teams. The DIRSO Strategic Plan (2024-2026) provides the overall framework and the detailed unit-specific objectifs. As of June 2026, the DIRSO is composed of around 100 FTEs from 8 MSF entities. This team includes a wide range of medical and operational skills, including, among others, specialists in emergency management, epidemiology, pediatrics, mental health, community engagement, as well as communication, advocacy, human resources, administration, and logistics teams.

The position is mandated to lead and manage the Dakar Support Office (DSU) and the Shared Units (Med Platform, Regional HR Unit, Intersectional Communication) teams on behalf of the Dakar Strategic Committee and is accountable to its members: the General Directors of OCP, OCBA and OCG. The DSU provides back-office services such administration, local human resources, finance, logistics, and IT support, to facilitate the work of all MSF teams present in Dakar.

Scope of responsibilities – objectives of the position

The Head of Office (HoO)

- is in charge of the management of the Dakar office that is hosting several MSF sections
- leads and manages the Dakar Support Unit team

- strategizes and contributes to the development and growth of the Dakar Office
- collaborates with the Head of Desks and the other Desk members to adapt and ensure continuous relevance of the Dakar Office strategy, activities and resources
- coordinates with the other sections (in Senegal and in the region) to explore possibilities for mutualization and develop synergies
- is responsible for the external representation with senegalese authorites, the overall functioning of the regional entity, and leadership of the team ensuring adherence to MSF values and ethical standards.

Strategy, planning and resources management

The HoO is responsible for ensuring that all the resources needed to run the office and the teams are in place, in particular by organising optimal and secure working conditions, for ensuring that that internal and external working relationships are fluid, organised, documented and structured, and that resources and funds are planned, used and anticipated in an appropriate manner:

- **Lead and accompany the development of a coherent mid/long term strategic vision for the Dakar office, reporting on a quarterly basis to the Strategic Committee.**

- **Chairs the Dakar Steering Committee on a 1-2 months basis.**

- **Ensure that the priorities of Dakar office are aligned with the Dakar Strategic Plan.**

- **Lead and plan processes related to the annual planning and reporting cycle in close collaboration with the functional units present in Dakar and their respective HQs**

- **Develop, plan, and manage the resource requirements and budgets associated to the Dakar Support Unit.**

- **Coordinate activities and establishe responsibilities and procedures for attaining the objectives.**

- **Ensure the functioning of the Dakar Support Unit (DSU) ensuring smooth office and facilities management for all.**

- **Take decisions within the scope of the position and in alignment with Strategic Committee direction.**

- **Develop and structure the collaborative and administrative part of the internal work organization, in particular the 6 Operational Entities partnership agreements.**

- **Effectively recruit, manage, lead and evaluate the staff in line with established organizational policies, organizational culture, and effective contribution towards achieving objectives.**

- **Ensure high-level financial accountability and transparency.**

- **Ensure that the office meets its legal and fiscal obligations and define the best legal and administrative frame to support the development of its activities.**

- **Lead and accompany the development of a coherent mid/long term strategic vision for the regional initiatives along with the Dakar DG Steering Committee.**

Networking, representation and communication

The HoO is responsible for ensuring that that internal and external working relationships are fluid, organised, documented and structured:

- **Actively coordinate and facilitate networking between MSF teams and relevant civil society networks in Senegal in ways that contribute meaningfully to the work of MSF in the region.**

- **Represent MSF with Senegalese authorities related to all registration, immigration, foreign affairs and employment.**

- **Develop and maintain relationships with international organizations and the academic and medical communities to further MSFs work and reputation.**

- **Actively advocate for MSF positions and interests; promote MSF to broad and specific audiences through information and awareness raising events, widening the supporter base.**

- **Maintain and expand a network of regional analysts to (a) gain and outside-MSF perspective of contextual development and (b) be ready to engage ad-hoc expertise for work requested by mission.**

- **Support with the identification of potential collaboration opportunities with external partners.**

Thematic work

- **Lead, in collaboration with the L&D, the development of various learning and experience sharing events.**

- **Contribute to the development and implementation of a mid/long term strategy of the intersectional Dakar HR unit.**

- **Strengthen the network of contacts with relevant institutions of higher education, professional associations and other pertinent actors in the region.**

- **Participate upon request to special events linked to human resources unit.**

Operational Support

- Provide back office support to the operational cells and units such as hosting, administration, domestic human resources and general services.
- On request basis by operational cells the EO may represent MSF and the operational programs within pre-identified platforms in Dakar level such as NGO, donor, or specific thematic taskforces.
- Is available to be deployed as a member of CIMT during critical incidents
- Is available to support the ops teams in regular programs & emergency response in terms of strategy definition, specific tools development, ops support, M&E, context analysis, inductions, mentoring and training facilitation, etc.

Security management

- In charge of the security management for the Dakar Office.

- Is the final decision-maker when it comes to personal safety and security of Dakar staff.

Intersectional dynamics

- Represent the Dakar Office in intersectional discussions and Hub meetings on the evolution of the office and possibilities for intersectional collaboration.
- Maintain and strengthen links with other MSF sections and offices in the region.
- Develop a specific policy for the transfer of positions to Dakar and propose the resources to be based in Dakar.
- Support all efforts to ensure that the different teams and individuals from the different sections are aligned, coordinated and that a proper working environment is maintained.
- Continue and expand areas of joint work with other sections in Dakar and the region.

Hierarchical line management of

- The Dakar Support Unit (DSU), the Human Resource Unit (HRU) and the International Comms team.

Reports to:

- The Dakar Office Steering Committee whose membership consists of DG of OCBA, OCG, and OCP.
- The Steering Committee has delegated the day to day management to the OCG Deputy Director General.

Internal Relations:

- The Dakar Office Steering Committee
- Functional relationships with other MSF sections as guided by the strategic and annual plans.
- All office users: Operational cells, HR unit, Medop support, EPI/SIS team, the Dakar Support Office (DSU)
- Headquarters of participating OCs, mainly at director level

External Relations:

- Represent MSF with Senegalese authorities related to all registration, immigration, foreign affairs, employment and other issues that may impact MSF presence in Senegal.
- Coordinate and align representation messages on operational issues targeting multilateral UN agencies, NGOs, civil and military authorities, donors, researchers, and academics within Senegal with MSF HRT and operational cells in Dakar.

Requirements & Profile Qualification

Education:

Advanced university degree in a relevant field or combination of education and experience required; studies preferred in leadership, management, organizational development, international relations or equivalent training and experience.

Experience:

- Minimum six years' experience in senior managerial and operational positions;
- Proven managerial experience leading diverse teams in person and in remote mode
- Proven financial management experience including budgeting and fiscal control and the ability to deal with a complex bureaucracy.

Desired requirements:

- Good understanding of the West & Central African context, culture and market.
- Work experience in West and Central Africa is an asset.

Skills/ Technical competencies:

- Strategic, critical and analytical thinking
- Excellent planning skills
- Proven leadership ability to motivate and direct efforts towards a common vision.
- Strong decision-making capacity
- Strong public relations skills with the ability to engage with a wide range of stakeholders and cultures.
- Ability to manage diverse, multi-disciplinary teams

Personal qualities:

- Talented communicator with excellent presentation, negotiation and networking skills
- Ability to motivate, to coach, to manage and develop high performance teams
- Excellent interpersonal skills; ability to create and maintain networks of key contacts within and outside the humanitarian sector.

Languages: Fluency in spoken and written French and English.

Conditions

Status: Mandated position (3 years, renewable once)

Mobility: Position based in Dakar with regular and frequent travel

Rémunération : MSF Dakar Grade 17

To apply

Kindly apply online via this link: Recrutement MSF

A MSF, nous valorisons la diversité et cherchons à avoir un environnement de travail inclusif et accessible. Nous encourageons toutes les personnes qui possèdent les qualifications requises à postuler, indépendamment de leur origine ethnique, nationale ou culturelle, de leur âge, de leur sexe, de leur orientation sexuelle, de leurs convictions, de leur handicap ou d'autres aspects de leur identité.

Date limite de dépôt de candidatures

6 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.