|  |  |  |
| --- | --- | --- |
| **Title:** | LEARNING & DEVELOPMENT SPECIALIST | |
| **Generic Function:** |  | |
| **Code:** | AS05700 | |
| **Level:** | 8 | **(E)** |

|  |  |
| --- | --- |
| **Position in the Organization** | |
|  |  |
| **Reports to (Hierarchical):** | HR Manager |
| **Reports to (Functional):** | People Development Manager/ HR Coordinator |
| **Job Family:** | HR& FIN |
| **Supervises (Function):** |  |

|  |
| --- |
| **Main Purpose** |
|  |
| Development, implementation, maintenance and monitoring of the L work in the projects according to MSF policies, standards and values – in order to support a continual high level of capability and performance to meet operational goals. Contribute to the development of L activities in the projects by sup-porting the Management Team in the analysis of learning needs and use of appropriate L solutions. Provides active support to staff (international and national) regarding the use of L tools and the implementation of work-related L activities in the project. This position is intended to be anchored in a big project rather than in the coordination of a mission, with a focus on activating L directly in teams, communities of practice and in experiential, on-the-job situations. |

|  |
| --- |
| **Accountabilities** |
|  |
| • Defines procedures and ensures the implementation, monitoring, maintenance and correct functioning of the L tools, processes and plans • Manages L activities in support of and in close collaboration with the field supervisors, managers /or field coor-dinators responsible for each department (logistics, medical, supply, etc.). • Carries out learning needs assessment and feasibility studies in the project to provide line managers with alterna-tives and possible solutions. Upon approval of line manager, liaises directly with the staff to identify learning needs, supporting L plans solutions and prioritization of requests. • In close collaboration with the HR Manager, plans supports all L aspects of the employee development cycle: , induction processes, individual and team development training plans, performance evaluations, relevant as-pects of recruitment, as well as communication about and upkeep of L tools and opportunities. Ensures follow-up and evaluation to support staff in transfer of learning to performance after L processes and learning events. • Develops L tools, processes strategy when needed together with the PDM /or HRCo to implement with the HR Manager and with project leaders managers. • Ensures the proper documentation, filing and the compilation of records of training courses and learning programs and regularly shares them with the hierarchical and with the functional report (HR Manager, PDM, HR Coordina-tor). • Acts as a technical L specialist, providing advice, technical feedback about and follow-up on quality of imple-mentation of L activities linked to operational needs and objectives. When required, acts in Flying/ Mobile role to provide L technical advice and support to other parts of the mission in collaboration with the PDM. |

|  |
| --- |
| **MSF Section/Context Specific Accountabilities** |
|  |
|  |

|  |  |
| --- | --- |
| **Requirements** | |
|  |  |
| **Education** | • Degree in the field of HR, learning and development, organizational development and/ or relevant experience. |
| **Experience** | • Essential previous working experience of at least two years in relevant jobs. • Desirable previous experience with MSF or other NGOs • Well-versed with the employee life cycle and its related L processes • Experience in delivering basic level training courses based on adult learning |
|  |  |
|  |  |
|  |  |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

|  |  |
| --- | --- |
| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**