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| **Title:**  | HEAD OF MISSION ASSISTANT |
| **Generic Function:**  |  |
| **Code:** | OS01500  |
| **Level:** | 7 | **(E)** |

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| **Position in the Organization** |
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| **Reports to (Hierarchical):** | Head of Mission |
| **Reports to (Functional):** | Head of Mission |
| **Job Family:** | Operations |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Provide
support to the mission by assisting the Head of Mission in the
administrative part of coordination tasks, ensuring a smooth relation
with local and national authorities, contributing to the context
analysis and follow-up, to the management of information, providing translations and interpreting in
order to facilitate coordination tasks in the mission. |

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| **Accountabilities** |
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| * Assist the HoM in the context analysis, disseminate relevant context information to the coordination team, regularly inform them on key issues, update general information on the context for **MSF** internal documents, and advise on cultural appropriateness of organisational activities and individual behaviours
* Keep good knowledge of counterparts in different administrations and file field contacts (other NGO’s, UN agencies, local authorities…) verifying that they are easily accessible in order to facilitate contacts and meetings.
* At the request of the HoM, represents **MSF** in meetings (NGO, official bodies, administration…).
* Ensure the follow up of relevant administrative dossiers such as the **MSF** registration in a country, working permits, immigration policies, national protocols, etc.
* At the request of the HoM, prepare and conduct an information briefing focusing on the country context for International, Regional and Relocated Staff.
* Facilitate the management of MSF information and essential records and documents by the mission team, follow-ing MSF policies and guidelines.
* Translate documents and act as an interpreter when needed.
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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** |
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| **Education** | University level studies or similar. |
| **Experience** | Previous experience in humanitarian aid, preferably with MSF. Essential, very good understanding of the functioning of the different administrations on the local country (critical). |
| **Languages**  | . Mission working language and local language essential. |
| **Knowledge** | Essential computer literacy (word, excel and internet) |
| **Competencies** | * Results
* Teamwork
* Flexibility
* Commitment
* Stress Management
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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.

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| **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.**