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| **Title:** | LEARNING AND DEVELOPMENT MANAGER | |
| **Generic Function:** | MISSION FIN HR MANAGER | |
| **Code:** | AM00604 | |
| **Level:** | 10 | **(E)** |

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| **Position in the Organization** | |
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| **Reports to (Hierarchical):** | Human Resources Coordinator |
| **Reports to (Functional):** | Human Resources Coordinator/ L&D function in HQ |
| **Job Family:** | HR & FIN |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| The L manager provides strategic and functional expertise and advice in learning development, with the aim to plan and apply processes and activities that foster the development of a diverse and competent workforce to achieve the missions’ operational goals effectively. |

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| **Accountabilities** |
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| With the support of the HR Coordinator and in collaboration with the coordination, responsible to define, develop, promote, apply, follow up and advise on the learning and development strategy of the mission   * + with the aim to develop MSF staff (and external collaborators, where relevant) to achieve the mission’s operational objectives     effectively.   Contribute to developing advanced, innovative and useful L solutions and initiatives for the global workforce that enable continuity and transfer within and across the missions and other MSF entities and local partners, i.e. talent development, securing a variety of L applications – including coaching mentoring - adequate onboarding, etc.  Advise and support coordinators, managers and supervisors to create supportive learning environments and apply appropriate learning and development processes, tools and best practices, including how to identify and address learning needs, gaps and opportunities.  Influence stakeholders by building buy-in for the most appropriate learning and development approach for specific situations in accordance with mission and OC-level L and OPS strategies.  Proactively plan and lead the learning and development annual planning and budget process based on learning needs analyses and strategic operational and organizational objectives.  Proactively seek to increase access to learning and development opportunities for all employees of the missions – including identifying synergy/exchanges/collaboration with other MSF sections and other local institutions.  Plan, develop and follow up on mission-wide or project-specific staff learning and development activities by identifying and addressing learning needs and opportunities that maximize staff development to achieve operational objectives.  Advise employees and coordinators, managers and supervisors in the mission on application of individual development and potential growth paths for themselves and their direct reports. |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **Education** | Degree in the field of HR, learning and development, organizational development or relevant experience. |
| **Experience** | Working experience of at least two years in a learning and development position.  Desirable previous experience in MSF or other NGO in developing countries. |
| **Languages** | Essential mission working language.  Desirable local language(s). |
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| **Competencies** | People Management Development (2)  Strategic Vision (2)  Commitment (2).  Flexibility (2)  Results (3).  Teamwork (3).  Stress Management (3) |

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.**