

MSF Field Functions
What you need to know

1 Types of MSF Field Functions

Standard function
A reference function validated by all the OCs, visible on the IRFFG website

OC- specific function
A standard function validated for the specific use of one OC. It can become a general standard function if used by multiple OCs

Mission-specific function
A function for specific use in a mission, validated by all OCs in the country

2 Overview of Existing MSF Field Functions

Website: irffg.msf.org (career.msf.be for OCB)

- MSF INTL tab: shows all MSF standard functions
- OC tab: shows the standard functions used by the OC

IRFFG Database

- All MSF field functions receive a unique function code
- All MSF field functions (incl. mission-specific functions) are entered into the IRFFG database
- The database is managed by the IRFFG Coordinator
- Access to database through HR Technical Referent

3 Who's Involved in Creating a New Function?

Mission/desk/ department
Requests new field function

Provides initial job description (JD)

HR Technical Referent (HQ) (HR TR)
Supports the implementation and maintenance of the IRFFG in the OC

HR Technical Platform (HR TP)
Includes the HR Tech Referents and IRFFGCo. Responsible for creating and scoring of field functions

Technical Content Owners
Intersectional working groups, platforms or referent responsible for validation of technical content of job profiles (JP)

IRFFG Coordinator (IRFFGCo)
Oversees the development and maintenance of the IRFFG and MSF Common Language

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Directors' Platforms
MedDir, DirOps, etc. Final validation of new senior functions in their domain

4 Useful Terms

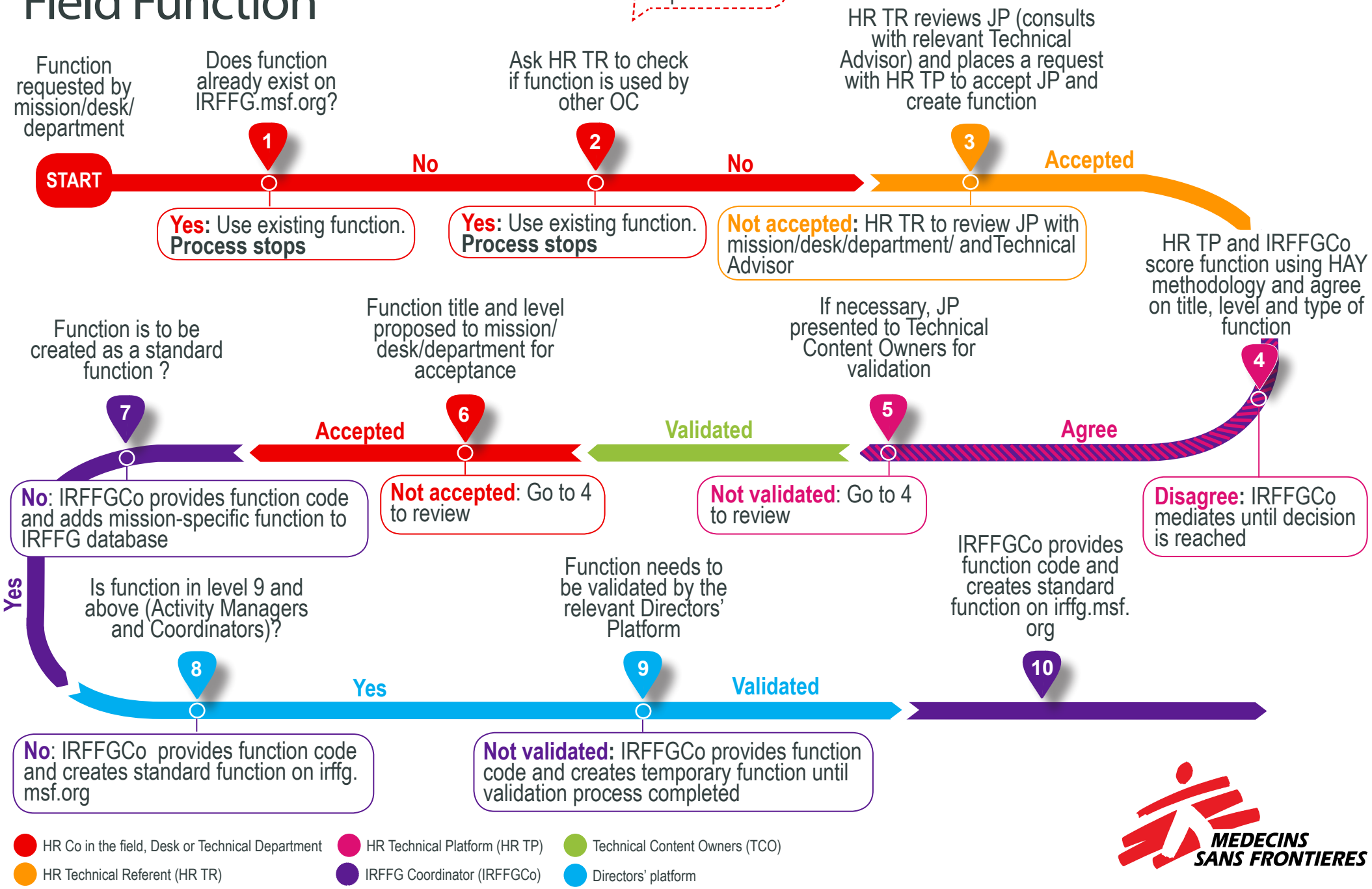
Scoring: The process of evaluating a function based on agreed criteria (HAY methodology). Defines the level of a function

Job profile: A standard job profile found on the IRFFG website, explaining the main purpose, accountabilities and requirements of a function

Job description: Standard job profile adapted to specific job, containing context information

10 Steps to Create a New Field Function

Tip: do this as early as possible



MEDECINS SANS FRONTIERES