



HEAD OF MISSION ASSISTANT

Position:	Head of Mission Assistant
Job family:	Operations
Country:	Italy
Project:	Coordination office
Place of work:	Rome
Closing application:	17/03/2017
Start of the contract:	03/04/2017
Duration of the contract:	1 year
Type of contract:	Fixed term work contract (CCNL ANPAS)
Hierarchical referent:	Head of Mission
Functional referent:	Head of Mission

Médecins Sans Frontières (MSF) has started its activities in Italy in 1999 when realized that the same persons cured and assisted in countries at thousands of kilometers of distance were the same encountered in precarious conditions and needs once in Italy. The activities developed during these last years have aimed to give medical and psychological assistance to migrant people, even undocumented, present in Italy. Currently MSF Italy Mission implements different projects:

- In Rome, is active a rehabilitation center for victims of torture (VOT);
- In Catania, MSF is opening a post-acute care center for migrants;
- In the Mediterranean sea, search and rescue operations (SAR);
- In Trapani, psycho social support and transcultural psychotherapy for asylum seekers;
- In Italy, psychological first aid (PFA) for traumatic boat landings;
- In Como-Ventimiglia psychological first aid support and reproductive health screening to migrants on movement.

Main Purpose

Provide support to the mission by assisting the Head of Mission in the administrative part of coordination tasks, contributing to the context analysis and follow-up, ensuring a good quality of mission reporting, contributing to a smooth relation with local and national authorities upon request of the HoM, providing translations and interpreting in order to facilitate coordination tasks in the mission.

Accountabilities

- 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 coordination and 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, Memorandum of Understandings (MoUs), and other agreements with different partners.
- At the request of the HoM, prepare and conduct an information briefing focusing on the country context for International, and national Staff.
- Translate documents and act as an interpreter when needed.

Context Specific Accountabilities:

- Ensuring a timely quality mission reporting (Mission monthly report, minutes meetings etc..) and dissemination;
- At the request of the HoM, represent Mission Italy in different relations with the MSF Italian section
- In charge of constant filing in physical and virtual archives.

Requirements

Education

- University level studies or similar. Degrees in social & political sciences, humanitarian studies, development studies are considered as an asset.

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

Italian and English essential

Knowledge

Essential computer literacy (word, excel, ERP and internet)

Competencies

- Teamwork
- Flexibility
- Commitment
- Stress Management
- Analysis
- Reporting
- Networking