



**Médecins Sans Frontières (MSF) provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. We work in over 80 countries and each year, our teams treat more than ten million patients. Our actions are guided by medical ethics and the principles of impartiality, independence and neutrality. MSF received the Nobel Peace Prize in 1999.**

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**MSF Austria is looking for an**

## **Administration Officer (f/m/x)**

**Full-time (40 hours /week) | indefinite | starting December 15<sup>th</sup>, 2021 | in Vienna**

The Vienna Operational Support Department (VOS) supports MSF Operations through evaluations, anthropological studies and other reviews, geo-spatial imaging analysis, learning and development activities and field communications. Since more than 10 years it manages and conducts different types of reviews, learning exercises and evaluations on all levels (project, transversal, organisational etc). In addition, the unit provides support to qualitative research, in particular to socio-cultural and anthropological studies. Today the VOS offers its services to all the MSF movement, with particularly close cooperation with the operational centres in Geneva and Barcelona and contributes to inter-sectional MSF groups.

The Administration Officer contributes to the aims of the VOS by providing administrative, financial and human resource management support. The position reports directly to the Director of the Vienna Operational Support Department and supports the departments projects as needed.

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## Your responsibilities

### Administration

- Provide general administration and support for departmental projects
- Facilitating the contracting of evaluators and other researchers
- Ensure effective information management by maintaining and updating the VOS SharePoint page and filing system in consultation with team members
- Maintain VOS databases up to date
- Monitor the VOS general email addresses
- Provide administrative support to seminars, training and other online or face to face events organized by the VOS
- Facilitate travel management for external evaluators in line with MSF-AT policies and procedures

### Finance

- Support the financial planning and monitoring of the departmental budget
- Prepare evaluation and other research budgets as requested by team members
- Perform regular cost controlling under the guidance of the VOS Director and MSF-AT finance department
- Review and process invoices from evaluations and other studies or VOS activities
- Ensure financial records are kept up to date

### Human Resources

- Support the VOS team members in the recruitment of evaluators or other researchers' roles (advertisement and management of applications)

## Your qualifications and skills

- Degree in administration-related studies or relevant training
- At least 2-3-year work experience in a fast-paced international environment in a similar position, preferably in a non-profit organization
- Excellent organizational and planning skills, including attention to details
- Ability to coordinate and facilitate processes among dispersed and multicultural teams
- Financial literacy, including preparing budgets and producing financial reports
- Some experience of working with tools that support information management
- Some experience or knowledge of recruitment processes is an advantage
- Strong computer literacy skills (MS Office 365, especially Excel; experience of SharePoint or willingness to learn)
- Flexibility and adaptability to changes
- Reliable team player who is able to work independently
- Excellent level of English and German, knowledge of French is an advantage
- Interest in international humanitarian work and commitment to the principles of MSF

### **Our offer**

- Full-time position (40 hours /week) and indefinite contract starting December 15<sup>th</sup>, 2021
- Located close to Vienna's city center
- Working from home possible or partly desired
- An interesting and multifunctional position in an international humanitarian environment
- Insight into the international humanitarian programs of MSF and its cross- and intersectional evaluation activities
- Salary according to the salary scheme of Médecins Sans Frontières Austria: Minimum annual gross salary 36.500,- Euro p.a. based on 40 hours per week. There is a willingness to overpay up to a maximum of 42,800 Euros gross p.a., depending on relevant position-related qualifications and professional experience that go beyond the requirements of the profile.
- Flexible working hours and paid lunch break
- Annual ticket for public transport in Vienna or a contribution of €365,- per year to the Austrian climate ticket

### **Interested?**

**Please send your application (including motivation letter outlining how you meet each of the job requirements & CV) until November 28<sup>th</sup>, 2021 via email to [jobs-vienna@vienna.msf.org](mailto:jobs-vienna@vienna.msf.org). Any questions related to this post are welcome at the same email.**

**[www.aerzte-ohne-grenzen.at](http://www.aerzte-ohne-grenzen.at)**