



Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural or man-made disasters.

MSF Austria is looking for an

Administration Officer – interim (f/m)
for the Vienna Evaluation Unit
6 months contract – 32 hours/week

Background

The Vienna Evaluation Unit (<http://evaluation.msf.org/>) today is one of few entities in the MSF movement dedicated to evaluation. It manages and conducts different types of reviews, learning exercises and evaluations on all levels (project, transversal, etc). In addition, the unit provides support on any type of qualitative research, in particular also for socio-cultural studies.

Besides direct evaluation work, the unit aims to develop methodological know-how and evaluation capacities through training and exchange of experience, and to promote a network of evaluators in the MSF movement. In the frame of primary and secondary partnerships of MSF Austria the unit offers its services to OCG and OCBA as well as to all the MSF movement and is part of an inter-sectional evaluation network.

Goal of the position

The administration officer contributes to the overall goals of the Vienna Evaluation Unit (VEU) by facilitating organizational efficiency. This includes HR-related, financial and administrative aspects.

Responsibilities

- Recruiting, contracting and retention of evaluators
- Cost and budget monitoring for evaluations and VEU activities
- Managing short term staff for translations and transcription work
- Document and contract management
- Managing the evaluators database
- Travel management for evaluators
- Organization of seminars and trainings of the VEU
- Activity reporting for the VEU
- Office administration and management for the premises of the VEU
- Selective support to other operational support units

Your qualifications and skills

- Experience in staffing, including know-how of recruiting procedures
- Experience in project invoicing

- Excellent organizational and planning skills
- Excellent communication skills
- Excellent computer skills: MS office (particularly excel, O365), internet
- High level of service orientation
- Ability to work and cooperate in teams
- Relevant academic degree
- Fluency in spoken and written English; French desirable
- Interest in humanitarian work and commitment to the principles of MSF
- Understanding of evaluations, research or other related activities is an asset
- Experience in administration of online surveys and data analysis is an asset

Our offer

- An interesting and multifunctional position located in Vienna's city center
- Professional experience within an international humanitarian aid organization
- Collaboration in a motivated and internationally well positioned team
- Employment contract of 32 hours and flexible working hours
- Annual minimum gross salary for 32 hours /week of EUR 30.200,- with the possibility of higher payment depending on skills and experiences up to an annual maximum of EUR 35.760,-
- Annual ticket for public transport in Vienna
- Starting date: ASAP

Interested?

Please send your application (including motivation letter & CV) **until October 17th, 2018** via email to jobs-vienna@vienna.msf.org. Any questions related to this post are welcome at the same email.