

## General Director - Médecins Sans Frontières/Doctors Without Borders Czech Republic

Médecins Sans Frontières (MSF) / Doctors Without Borders is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters, and healthcare exclusion. MSF offers assistance to people in need and irrespective of race, religion, gender, or political affiliation. MSF's actions are guided by medical ethics and the principles of impartiality, independence, and neutrality.

MSF has been operating in the Czech Republic since 2006. In the beginning, it was focused on recruiting new staff for humanitarian missions and informing about the missions of the organization and the situation in crisis areas. In 2008, MSF established a new non-profit organization, which, in addition to its existing activities, began to raise funds from the Czech public to support and expand the humanitarian projects of the organization. The Czech Office of MSF is a part of the Geneva Operational Centre (OCG), through which it funds humanitarian projects.

### Your challenge

You have a unique opportunity to be part of this MSF CZ office journey in a crucial role/key role. General Director will be responsible for overall management of the office and team of MSF CZ and achievement of its short-term and long-term strategic goals and objectives. You will supervise all activities (Communications, Fundraising, Human Resources, Finance) in the Czech Republic and Slovakia; ensure that these are delivered in line with core values and principles of MSF as indicated in the MSF charter. You will represent MSF in the Czech Republic and Slovakia.

**In case of your interest, please, send us your application till 11<sup>th</sup> October 2019.**

### Your responsibilities

- Design strategies and activities for the development of MSF in CZ & SK, with input and under the oversight of the management board and the supervising section
- Represent MSF in CZ and SK societies (in collaboration with expatriates and staff members) through media interviews, public presentations, attendance in appropriate events, and for legal aspects
- Lead the senior staff in defining objectives, priorities, organizational policies, and responsibilities for each department
- Revise objectives and plans in accordance with MSF OCG global objectives and conditions
- Develop and implement annual and long-term plans (actions and budgets) and their review
- Ensure activities within MSF CZ meet the MSF standards and the Czech legal requirements
- Develop the office staff in cooperation with heads of departments
- Develop fundraising activities (Private & Institutional Funds) with high potential that are adapted to the CZ market and culture (on-line, F2F, corporate, etc...)
- Develop a longer-term strategy for maximizing MSF's recruitment potential (recruitment of humanitarian aid workers and office staff) in the Czech Republic and Slovakia
- Develop and maintain MSF's reputation in Czech Republic and Slovakia and maximizing its impact with the medical & humanitarian community, Government/Parliament, donors, media and Czech-based international organizations (actively advocating for MSFs positions)

- Ensure the highest standards of financial accountability and transparency, according to Czech laws and accepted standards of good practices
- Manage, inspire, lead, coach, evaluate and develop the whole office staff (30 members) through the management team (4 members)

## Your profile

- Experience in humanitarian work at senior level; MSF field experience is a strong asset
- Strong affinity with MSF Charter and principles. Commitment to humanitarian principles of MSF and to promotion of MSF's core activities: recruitment of volunteers, fundraising and raising public awareness of MSF's work
- A relevant university degree and at least 4 years similar management experience in the humanitarian or aid sector, public health or 10 years' experience in other relevant areas at senior management level
- Languages: fluent English is essential, fluent Czech/Slovak is a strong advantage, French is an additional asset
- Strong communication and public presentation skills
- Strong strategic planning and leadership skills. Able to demonstrate the ability to lead, manage and motivate a team of 30 as well as to empower managers and foster a creative, professional work environment
- Strong interpersonal skills, including the ability to respond effectively to sensitive enquiries and complaints
- Strong negotiation and public presentation skills
- Proven analytical and political skills, including ability to negotiate with and advocate to diverse audiences
- Ability to meet timelines and work under pressure
- Strong level of flexibility and willingness to travel internationally on a regular basis
- Basic experience of budgetary control and financial planning
- Basic knowledge of IT network, hardware and software maintenance
- Knowledge and understanding of the Czech and Slovak cultures, societies, markets in general and in particular the Czech NGO and political sectors

## Benefits

- A unique opportunity to act within an international humanitarian aid organization
- A strategic leadership position, embedded in an international network
- A challenging experience within a highly motivated and successful team in a well-known non-profit organization in Czech
- An extraordinary opportunity to apply your competencies for the benefit of humanity
- Rewarding and meaningful work
- Flexibility
- Benefits package

## Organization

The organization was founded in 1971 in France by a group of doctors and journalists in the wake of war and famine in Biafra, Nigeria. Their aim was to establish an independent organization that focuses



on delivering emergency medicine aid quickly, effectively and impartially. Three hundred volunteers made up the organization when it was founded: doctors, nurses and other staff, including the 13 founding doctors and journalists.

Today, MSF is a worldwide movement of more than 42,000 people working in 21 sections, 12 branch offices, 5 Operational Centres and 3 Supply Centres worldwide.

**If you are interested, please contact me:**

---

**Ivana Parasková**

HR Consultant



+420 727 968 945



[paraskova@syn.cz](mailto:paraskova@syn.cz)