



Médecins Sans Frontières (MSF) is an international non-profit medical humanitarian organisation that intervenes in crisis and conflict situations. In accordance with its charter, MSF delivers aid to populations in need, to victims of natural or man-made disasters and of armed conflicts, regardless of race, religion or political beliefs. MSF's work is based on humanitarian principles, operating independently and impartially. MSF is neutral and does not take sides in armed conflicts; providing care on the basis of need alone.

The development of our staff is crucial to the success of our worldwide operations.

MSF Austria is looking for an

Learning & Development Specialist (f/m)

fulltime – based in Vienna

with occasional travel to the field

As strategic partner MSF Austria collaborates closely with the Operational Center Geneva (OCG). You will be member of OCG's Learning & Development (L&D) team, whose aim is to ensure MSF's global workforce has access to solutions to develop their skills, grow in their field of competence and perform better in their roles.

As L&D specialist you are responsible for the implementation of learning programs and learning events at headquarter and in the field including their project management. Your main mission is to provide L&D technical support so that the L&D initiatives are implemented in a learner centric manner.

Your responsibilities

- In alignment with the departments, coordinate a variety of L&D events and programmes, either face to face or online and ensure their proper implementation and smooth delivery
- Bring logistic and organisational support for learning activities in Geneva, in Vienna and in the field.
- During the events, act as a “Master of ceremonies” and assist the trainers to ensure participants' learning success by focusing on their needs and guiding them through the learning event: welcome learners at the beginning of the programme, if necessary, facilitate ice breaker and energizer activities, create a smooth transition between modules and trainers, etc.
- Track data about sign up, usage, attendance, learning impact and other metrics such as costs
- Coordinate and organize the learning event follow up. Ensure the information is transmitted in a timely manner and in an appropriate format to the relevant internal partners for analysis.
- In alignment with the L&D partners, ensure the implementation coherence of all learning events

Your qualifications

- Minimum of 2 years work experience in relation with Learning & Development activities and/or a degree in adult learning, psychology, organisational development or similar
- Outstanding organisational and communication skills
- Experience in Project Management; ability to manage multiple projects and stakeholder interactions concurrently
- Attention to detail, ability to execute and good time management skills
- Strong interest in adult learning theory, learning styles, learner needs, delivery of web-based and multimedia content



- Excellent level of English; a good level of French is an asset
- Willingness to regularly travel to the field and to Geneva (approximately once per month)
- Interest in humanitarian work and commitment to the principles of MSF
- Experience in an humanitarian organisation and/or field experience is an asset
- Experience in a technical domain a great advantage
- Comfortable with the dynamics of a distributed team

Our offer

- An interesting & challenging position in the international MSF environment, based close to Vienna's city centre
- Collaboration in motivated teams in Vienna, Geneva and Kampala
- Annual minimum gross salary of €37.700,- with the possibility of higher payment depending on skills and experience up to an annual maximum of €44.700,-
- Accommodation for the first 2 weeks if needed for candidates living abroad
- Annual ticket for public transport in Vienna
- Indefinite fulltime contract
- Starting date as soon as possible

Interested?

Please send your application (including motivation letter & CV) until **March 7th, 2018** via email to jobs-vienna@vienna.msf.org.

Any questions related to this post are welcome at the same email. Applications will be handled confidentially.