



Médecins Sans Frontières (MSF) provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. Our teams are made up of tens of thousands of health professionals, logistic and administrative staff - most of them hired locally. Our actions are guided by medical ethics and the principles of impartiality, independence and neutrality. For this, MSF received the Nobel Peace Prize in 1999.

MSF Austria is looking for a

Digital Transition Support Officer (f/m/d)

Part-time (20 hours /week) | fixed term contract for 1 year | starting as soon as possible | in Vienna

Considering the ambitions of the organisation to be more inclusive and to provide more Learning and Development opportunities to a majority of the global workforce, the Learning and Development Unit created a set up that enables to scale up digital initiatives.

Today, we live in and are part of a vibrant digital age. It has the power to revolutionize and transform the way we work. More important than technology are the people that will use it.

The position will be based in Vienna, Austria and be part of a team working remotely for the Learning and Development Unit in the Operational Centre in Geneva (MSF OCG). The aim of this position is to support the digital transition in Learning and Development, with the overall goal to promote the success of digital transition initiatives and strengthen innovation. The Digital Transition Support Officer is reporting directly to the Digital Transition Referent and collaborating with an international team in different locations.

Your responsibilities

- Support the digital transition in L&D and assist in the implementation of the global digital transition strategy
- Support to (further) develop digital methods and processes and help to develop tools and practical ways to enable digital transition
- Support communication and knowledge management
- Support the promotion of digital transition initiatives
- Assist in the preparation, organisation and follow-up of meetings, workshops, including the preparation of presentations

Your qualifications and skills

- Advanced university degree in social science, communication, human computer interaction, or equivalent
- First relevant work experience (e.g. project monitoring; office and/or event management)
- High affinity and proven knowledge of online and digital issues including educational technology, digital tools and strategies
- Proactive and service-oriented working style
- Excellent interpersonal and communication skills. Enjoy working in a large, international and committed team
- Excellent organizational and planning skills
- Flexibility and adaptability to changes
- Reliable team player who is able to work independently and in a large, international team
- Familiar with working remotely
- Strong computer literacy skills (O365; experience of SharePoint or willingness to learn)
- Experience in working with educational technology a great asset
- Excellent level of English, knowledge of French is an advantage
- Experience in international humanitarian and/or development aid a great asset

Our offer

- Part-time position (20 hours /week)
- Fixed term contract for 1 year, starting as soon as possible
- Located close to Vienna's city center
- Working from home
- An interesting and multifunctional position in an international humanitarian environment
- Insight into the international humanitarian programs of MSF
- Annual minimum gross salary for 20 hours /week of € 15.850,- with the possibility of higher payment depending on skills and experiences up to an annual maximum of € 18.675,-
- Flexible working hours and paid lunch break
- Annual ticket for public transport in Vienna

Interested?

Please send your application (including motivation letter outlining how you meet each of the job requirements & CV) until December 8th, 2020 via email to jobs-vienna@vienna.msf.org. Any questions related to this post are welcome at the same email.

www.aerzte-ohne-grenzen.at