



Médecins Sans Frontières (MSF) provides independent emergency medical aid in crises. We work impartially and are committed to the principles of humanitarian aid. MSF received the Nobel Peace Prize in 1999.

MSF Austria is looking for an

Administration Officer (f/m/d)

Part-time (32 hours /week) | indefinite | starting September 15th, 2020 | in Vienna

The Vienna Evaluation Unit (VEU) today is one of few entities in the MSF movement exclusively dedicated to evaluations and other reviews. 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. Besides evaluation and research work, the VEU develops methodological know-how and evaluation capacities through training and exchange of experience. Today the VEU offers its services to all the MSF movement, with particularly close cooperation with the operational centres in Geneva and Barcelona, and contributes to the inter-sectional MSF evaluation group.

The Administration Officer contributes to the aims of the VEU by providing administrative, financial and human resource management support to evaluation and other research processes. The position reports directly to the Director of the Vienna Evaluation Unit and supports other team members as requested.

Your responsibilities

Administration

- Provide general administration and support
- Ensure effective information management by maintaining and updating the VEU SharePoint page and filing system in consultation with team members
- Maintain VEU databases up to date
- Monitor the VEU general email addresses
- Provide administrative support to seminars, training and other online or face to face events organized by the VEU
- Travel management for 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 VEU Director and MSF-AT finance department
- Review and process invoices from evaluations and other studies or VEU activities
- Ensure financial records are kept up to date

Human Resources

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

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

- Part-time position (32 hours /week) and indefinite contract starting September 15th, 2020
- Located close to Vienna's city center
- Home Office 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
- Annual minimum gross salary for 32 hours /week of € 28.780,- with the possibility of higher payment depending on skills and experiences up to an annual maximum of € 33.780,-
- 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 July 26th, 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