AM00604
LEARNING AND DEVELOPMENT MANAGER

Level 10

Reports to (Hierarchical)
Human Resources Coordinator

Reports to (Functional)
Human Resources Coordinator/ L&D function in HQ

Job Family
HR & FIN

Relations: External
Supervises L&D functions in the mission if applicable (Specialist, Officer, etc.)

Main Purpose
The L&D manager provides strategic and functional expertise and advice in learning & development, with the aim to plan and apply processes and activities that foster the development of a diverse and competent workforce to achieve the missions' operational goals effectively.

Accountabilities
- With the support of the HR Coordinator and in collaboration with the coordination, responsible to define, develop, promote, apply, follow up and advise on the learning and development strategy of the mission
  - with the aim to develop MSF staff (and external collaborators, where relevant) to achieve the mission's operational objectives effectively.

  Contribute to developing advanced, innovative and useful L&D solutions and initiatives for the global workforce that enable continuity and transfer within and across the missions and other MSF entities and local partners, i.e. talent development, securing a variety of L&D applications – including coaching & mentoring - adequate onboarding, etc.

  Advise and support coordinators, managers and supervisors to create supportive learning environments and apply appropriate learning and development processes, tools and best practices, including how to identify and address learning needs, gaps and opportunities.

  Influence stakeholders by building buy-in for the most appropriate learning and development approach for specific situations in accordance with mission and OC-level L&D and

OPS strategies.

Proactively plan and lead the learning and development annual planning and budget process based on learning needs analyses and strategic operational and organizational objectives.

Proactively seek to increase access to learning and development opportunities for all employees of the missions – including identifying synergy/exchanges/collaboration with other MSF sections and other local institutions.

Plan, develop and follow up on mission-wide or project-specific staff learning and development activities by identifying and addressing learning needs and opportunities that maximize staff development to achieve operational objectives.

Advise employees and coordinators, managers and supervisors in the mission on application of individual development and potential growth paths for themselves and their direct reports.

Education

Degree in the field of HR, learning and development, organizational development or relevant experience.

Experience

Working experience of at least two years in a learning and development position.

Desirable previous experience in MSF or other NGO in developing countries.

Language Level Description
B2 Independent User
Vantage or upper intermediate

- Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation.
- Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.
- Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

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