# OS01500
# HEAD OF MISSION ASSISTANT / HEAD OF PROGRAMMES ASSISTANT

**Level 7**

## Reports to (Hierarchical)
Head of Mission / Head of Programmes

## Reports to (Functional)
Head of Mission / Head of Programmes

## Job Family
Operations

## Main Purpose
Provide support to the mission by assisting the Head of Mission in the administrative part of coordination tasks, ensuring a smooth relation with local and national authorities, contributing to the context analysis and follow-up, to the management of information, providing translations and interpreting in order to facilitate coordination tasks in the mission.

## Accountabilities
- Assist the HoM in the context analysis, disseminate relevant context information to the coordination team, regularly inform them on key issues, update general information on the context for **MSF** internal documents, and advise on cultural appropriateness of organisational activities and individual behaviours
- Keep good knowledge of counterparts in different administrations and file field contacts (other NGO's, UN agencies, local authorities…) verifying that they are easily accessible in order to facilitate contacts and meetings.
- At the request of the HoM, represents**MSF** in meetings (NGO, official bodies, administration…).
- Ensure the follow up of relevant administrative dossiers such as the**MSF** registration in a country, working permits, immigration policies, national protocols, etc.
- At the request of the HoM, prepare and conduct an information briefing focusing on the country context for International, Regional and Relocated Staff.
- Facilitate the management of MSF information and essential records and documents by the mission team, follow-ing MSF policies and guidelines.
- Translate documents and act as an interpreter when needed.

## Education
University level studies or similar.

## Experience

Previous experience in humanitarian aid, preferably with MSF. Essential, very good understanding of the functioning of the different administrations on the local country (critical).

## Language Level Description
## B1  Independent User
## Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

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