

Médecins Sans Frontières Suisse has a vacancy for an
HR Marketing Officer (flm)

Open-ended contract, 50%

Context

In line with its 2016-2019 Strategic Plan, MSF Switzerland aims amongst other actions at anchoring the institution within the Swiss national society: sourcing future coordinators who will bear witness to MSF's work and further the work of the Association both factor into our succession planning of top management.

The HR Marketing Officer will conduct HR Marketing activities to attract, engage and inform Swiss nationals about MSF recruitment activities. The role supports MSF efforts to hire the right profiles, in all fields of activity, along with operational needs. He/she is an active member of the Recruitment Service, and works in close collaboration with the HR Marketing Officer based in Geneva (overall responsible for MSF Switzerland's HR Marketing strategy and activities) and with the pool management team (proximity role towards Swiss expatriates). Together with the HR Marketing Officer in Geneva s/he will work on the following activities:

Your Responsibilities

- Identify recruitment sources in the German speaking part of Switzerland and coordinate the administration & subscriptions
- Participate to job fairs, congresses and virtual/online fairs to promote MSF as an attractive employer
- Delivers webinars and information sessions to potential candidates on a regular basis in different cities of the German speaking part of Switzerland
- Develop training content and deliver HR marketing training to a pool of volunteers ready to do MSF presentations
- Ensure that the HR communication done to potential candidates is up to standard (institutional messages, MSF image, etc.).
- Develop and maintains useful networks and work on market studies in order to improve MSF's knowledge of HR sourcing in Switzerland
- In collaboration with the Delegate for the Zurich office and the Head of Field & HR Recruitment Service, identify potential agreements with hospitals, universities and professional associations as a support to the recruitment service
- Coordinate the attendance of recruiters, associative members, technical referents and/or expatriates to HR Marketing events
- Support the HR Marketing Officer (Geneva based) in developing MSF's Employer Branding tools upon request
- Participate in creating synergies and ensuring coordination with the Communication department and MSF association for joint projects
- In collaboration with the pool management team in Geneva, he/she fosters the retention of expertise from the Swiss German part of Switzerland

Your Profile

- Master's degree in Human Resources Management, Communication, Marketing or similar field
- Strong interest in the humanitarian field and MSF in particular
- Working experience with MSF or another NGO, ideally in the field
- Knowledge of communication and marketing tools, with a focus on social media and emerging technologies
- Excellent communication, writing, editing and proof-reading skills
- Oral and written mastering of English and German; French is an asset
- Good knowledge of Windows (Word, Excel, Power Point)
- Transversal competencies: diplomacy, service orientation, discretion, strong sense of organization, detailed orientated, solution-orientated, proactivity, reactivity, flexibility (regular

travels, working days set on HR Marketing events), high level of autonomy and sense of responsibility, team spirit, stress management

Terms of Employment

- Open-ended contract, part-time position (**CDI 50%**)
- Based in Zürich, mobility in Switzerland
- Working hours : Monday to Friday in the morning hours, with flexibility around HR Events
- Ideal starting date : 1st September 2017
- Gross annual salary (50%): from CHF 41'610.- (salary level according to seniority and internal salary grid)

How to apply

Interested candidates should send **by email only** their cover letter and curriculum vitae (CV 2 p. max., letter of motivation 1p. max. in German or English, 5MB max) to emploi@geneva.msf.org, **stating in the subject line "HR Marketing Off 2017.07"**.

Interviews will be held early August (week 32).

***The deadline for applications is 23th July 2017.
The applications will be treated confidentially.
Only short-listed candidates will be contacted.***

For more details on the job offer or MSF, please visit our website: <http://www.msf.ch/travailler-avec-nous/>