AS05700
LEARNING & DEVELOPMENT SPECIALIST

Level 8

Reports to (Hierarchical)
HR Manager

Reports to (Functional)
People Development Manager/ HR Coordinator

Job Family
HR& FIN

Main Purpose
Development, implementation, maintenance and monitoring of the L&D work in the projects according to MSF policies, standards and values – in order to support a continual high level of capability and performance to meet operational goals. Contribute to the development of L&D activities in the projects by sup-porting the Management Team in the analysis of learning needs and use of appropriate L&D solutions. Provides active support to staff (international and national) regarding the use of L&D tools and the implementation of work-related L&D activities in the project. This position is intended to be anchored in a big project rather than in the coordination of a mission, with a focus on activating L&D directly in teams, communities of practice and in experiential, on-the-job situations.

Accountabilities
• Defines procedures and ensures the implementation, monitoring, maintenance and correct functioning of the L&D tools, processes and plans • Manages L&D activities in support of and in close collaboration with the field supervisors, managers &/or field coor-dinators responsible for each department (logistics, medical, supply, etc.). • Carries out learning needs assessment and feasibility studies in the project to provide line managers with alterna-tives and possible solutions. Upon approval of line manager, liaises directly with the staff to identify learning needs, supporting L&D plans & solutions and prioritization of requests. • In close collaboration with the HR Manager, plans & supports all L&D aspects of the employee development cycle: , induction processes, individual and team development & training plans, performance evaluations, relevant as-pects of recruitment, as well as communication about and upkeep of L&D tools and opportunities. Ensures follow-up and evaluation to support staff in transfer of learning to performance after L&D processes and learning events. • Develops L&D tools, processes & strategy when needed together with the PDM &/or HRCo to implement with the HR Manager and with project leaders & managers. • Ensures the proper documentation, filing and the compilation of records of training courses and learning programs and regularly shares them with the hierarchical and with the functional report (HR Manager, PDM, HR Coordina-tor). • Acts as a technical L&D specialist, providing advice, technical feedback about and follow-up on quality of imple-mentation of L&D activities linked to operational needs and objectives. When required, acts in Flying/ Mobile role to provide L&D technical advice and support to other parts of the mission in collaboration with the PDM.

Education

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

Experience

• Essential previous working experience of at least two years in relevant jobs. • Desirable previous experience with MSF or other NGOs • Well-versed with the employee life cycle and its related L&D processes • Experience in delivering basic level training courses based on adult learning

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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