General Table Technical Skills

Technical Skill

Level 1

Under Supervision

Applies policies and tools, implements processes with few mistakes and regular supervision

For more info please consult

Level 2

Autonomous

Implements policies, tools and processes autonomously with no major mistakes. Proposes improvements. Calls for assistance when needed. Little supervision required

Level 3

Master

Masters the subject fully. Is able to implement the necessary policies, tools and processes independently with little assistance and major mistakes. Proposes improvements. Provides support to colleagues. No supervision required

Level 4

Expert

Is able to implement all the necessary tools independently with no assistance or major mistakes. Proposes improvements. Is the referent person, required for his/her expertise

HR Strategy Development

Level 1

UNDER SUPERVISION

Able to implement and follow up the activities defined in the objectives and HR strategy of the project

Level 2

AUTONOMOUS

Able to analyze : the local HR context of the project and the HR organization of the project (workload, tasks allocation, needs calculation,...)

Able to contribute to the development and to execute HR strategy for the project (active participation in elaboration of HR strategy based on the operational needs, planning of the activities to be done in order to implement the HR strategy)

Able to translate those activities into a budget and to follow up the achievement of those activities

Level 3

MASTER

Able to analyze the local HR context of the mission

Able to advise on the analyze of the HR organization of the project (workload, tasks allocation, needs calculation,...)

Able to define the HR strategy of the mission, integrating both operational needs and the one of the organization - global HR strategy (OC and international level)

Able to evaluate and plan the activities to put in place in order to implement the strategy

Level 4

EXPERT

Able to advise on the definition of an HR strategy taking into consideration the needs of the organization and the local context

Able to advise on the different options regarding the activities to put in place in order to implement the strategy

Legal

Level 1

UNDER SUPERVISION

Able to understand and implement policies, tools and processes related to legal management of the project (contract, rent,...)

Level 2

AUTONOMOUS

Able to explain and ensure the proper implementation of policies, tools and processes related to legal management of the project (contract, rent,...)

Able to follow up legal aspects of the project management

Able to put in place a system to ensure the proper legal management of the project

Level 3

MASTER

Able to analyze the local legal context with the support of MSF tools

Able to organize the legal protection of the mission by identifying a local legal expert able to advise the organization, using guidelines and with the advise of legal adviser in HQ if necessary

Able to ensure the follow up of court cases, liaising with the HQ and the local legal expert

Able to write / co write a draft of any contractual document taking into account the local law and MSF policies and submit if necessary to the local and or HQ legal advisor

Able to ensure the follow up of the different taxes payment (fiscal obligation)

Level 4

EXPERT

Able to provide/elaborate/write MSF tools in order to support the field in the analyze of the local legal context

Able to advise in the choice of local legal expert for a mission

Able to analyze the local legal context and to understand MSF operationalities in the mission in order to advise the mission (court cases, contractual document like MOU, rent, IR, taxes payment etc)

Administrative Management

Level 1

UNDER SUPERVISION

Able to execute MSF administrative policies, tools (MSP, Health care package, international staff guidelines...), and processes, with supervision

Level 2

AUTONOMOUS

Able to explain and ensure the proper implementation of policies, tools and processes related to legal management of the project (contract, rent,...)

Able to follow up legal aspects of the project management

Able to put in place a system to ensure the proper legal management of the project

Level 3

MASTER

Able to analyze the local legal context with the support of MSF tools

Able to organize the legal protection of the mission by identifying a local legal expert able to advise the organization, using guidelines and with the advise of legal adviser in HQ if necessary

Able to ensure the follow up of court cases, liaising with the HQ and the local legal expert

Able to write / co write a draft of any contractual document taking into account the local law and MSF policies and submit if necessary to the local and or HQ legal advisor

Able to ensure the follow up of the different taxes payment (fiscal obligation)

Level 4

EXPERT

Able to provide/elaborate/write MSF tools in order to support the field in the analyze of the local legal context

Able to advise in the choice of local legal expert for a mission

Able to analyze the local legal context and to understand MSF operationalities in the mission in order to advise the mission (court cases, contractual document like MOU, rent, IR, taxes payment etc)

Recruitment

Level 1

UNDER SUPERVISION

Able to execute MSF administrative policies, tools (MSP, Health care package, international staff guidelines...), and processes, with supervision

Level 2

AUTONOMOUS

Able to implement MSF administrative policies and tools (MSP, Health care package, GPS,...)

Able to implement processes autonomously and propose improvement in order to adapt them to the mission/project

Able to implement the function grid

Able to implement a salary revision

Level 3

MASTER

Able to implement MSF administrative policies and tools (MSP, Health care package, GPS...), implements processes autonomously, proposes improvement and gives support to the field

Able to ensure that all the function in the mission are positioned in the frame of the MSF function grid with corresponding level in salary scale

Able to elaborate a salary revision using the benchmarking with the support/advice of the referent person

Level 4

EXPERT

Able to advise on the implementation of MSF administrative policies and tools for international and national staff

Able to advise on the elaboration of a salary revision using the benchmarking

Career management

Level 1

UNDER SUPERVISION

Level 2

AUTONOMOUS

Able to support the supervisors to detect people with potentials based on competencies

Able to propose career development plan for national staff

Able to follow up career development plans

Level 3

MASTER

Able to advise on the identification and evaluation of competencies

Able to define a career development plan for national staff

Able to accompany the career development plan of international staff as defined by the pool manager

Level 4

EXPERT

Able to advise on the definition of a career development plan for national staff

Able to define career development planning order to consolidate an international pool of staff for specific functions

Training

Level 1

UNDER SUPERVISION

Able to detect training needs under supervision

Able to propose ad-hoc trainings according to specific needs detected

Level 2

AUTONOMOUS

Able to define objectives for specific trainings according to specific needs detected

Able to develop basic training sessions in own area

Able to make an assessment of training needs in a team/mission

Able to facilitate training sessions and to train other facilitators

Level 3

MASTER

Able to translate the results of an assessment of training needs into a training plan

Able to develop whole training sessions with the support of Training unit when needed

Able to put in place a system to measure the impact of the trainings in terms of obtained results for the persons and the mission

Level 4

EXPERT

Able to advise on how to lead training needs assessment (propose strategies and training paths linked to operational needs, decide on an ongoing system of validation of training needs)

Able to advise (based on the needs assessment) on how to revise or develop the objectives and content of modules that fall under the responsibility of Hr department and to propose new modules where necessary

Able to advise on how to facilitate training modules and to train people to train

Able to advise on how to put in place a system to measure the impact of the trainings

Organization Design

Level 1

UNDER SUPERVISION

Able to detect the job tasks and responsibilities according to existing tools

Able to prepare and revise job profiles for all the positions

Level 2

AUTONOMOUS

Able to support coordinators/supervisors/activity managers to prepare and update proper job descriptions and profiles for all the positions they supervise

Able to define organizational structures and design organization charts with support when needed

Through regular meetings to ensure fluid communication flows in a team

Level 3

MASTER

Able to advise the coordinators / supervisors / activity managers on how to define organizational structures and design organization charts

Able to advise coordinators / supervisors / activity managers on how put in place a system of meetings and communication flows adapted to the situation of their teams and to their activities

Level 4

EXPERT

Able to develop a complete organizational analysis (structure, processes, activities) and to advise line managers about an eventual re-organization/process re-engineering

Team Management

Level 1

UNDER SUPERVISION

Able to follow basic rules on how to handle one-to-one communication (giving feedback, warnings, etc.)

Level 2

AUTONOMOUS

Able to detect situation of conflict or stress within a team

Able to propose team building activities

Level 3

MASTER

Able to advise coordinators / supervisors / activity managers on how to give and receive feedback in order to improve team work

Able to analyse (de)motivation factors in a team and advise coordinators / supervisors / activity managers in terms of motivation

Able to advise coordinators / supervisors / activity managers on how to delegate and on how to supervise

Able to advise and assist coordinators / supervisors / activity managers in case of conflicts or stress detected within a team

Level 4

EXPERT

Able to provide people under functional supervision with expertise and methodology on organizational structure, communication, conflict management, stress early detection etc

Able to coach people under functional supervision on all the above mentioned area of team management

IT HR Tools

Level 1

UNDER SUPERVISION

Able to capture all the employee data required by MSF in the database

Able to ensure the payment of the staff using the software

Able to ensure the administrative follow up of employees using the software (leaves, warnings, etc…)

Level 2

AUTONOMOUS

Able to use the IT system as a management tool, by extracting all the relevant data, analyzing them and drawing conclusion

Level 3

MASTER

Able to check the quality of and analyzes the employee data in the software

Able to provide the field with technical support regarding the use of the software

Able to detect errors and explain how to correct them

Able to explain the payroll calculation of the mission and to provide the information needed in order for the HR tool expert in HQ to parameterize it in the software

Level 4

EXPERT

Able to advise the field regarding the use of the software – level 2

Able to parameterize the payroll calculation based on the information provided by the field

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