

Médecins Sans Frontières Suisse recherche pour son siège à Genève un-e

L&D UNIT INTERN

6 to 12 months

This internship is part of an academic training program, a professional training program or a socio-professional integration program, and must meet the [conditions](#) set by the Conseil de surveillance du marché de l'emploi (CSME).

Context & Mission

For 50 years, MSF has been providing medical assistance to populations facing life-threatening crises: mainly armed conflicts, but also epidemics, pandemics, natural disasters and exclusion from healthcare. All these situations require appropriate medical and logistical resources.

The L&D Unit Intern provides organizational, administrative and communication support to the unit. The Intern will learn and support the team in the organisation and the deployment of learning activities. In addition to the recurrent tasks, the Intern will lead specific dossiers or projects notably related to communication during the period of employment.

The Intern function can be part of an academic course ('cursus intra-ou extra academique') or a federal program on professional integration. For this reason, placements as Intern require a 3-party convention with the academic institute concerned.

Tasks and responsibilities

Organisational & administrative support (60% of the time)

The intern will learn office processes through supporting the current administration team in the following tasks. The person will have the opportunity to contribute to improvements in administrative ways of working in a dynamic, internationally dispersed unit comprising of around 40 people.

Trainings and learning events support:

- Learn and support teams in the organisation and deployment of learning actions such as virtual classes support or face to face (catering, room booking, pedagogical material printing and laminating, communication with participants and facilitators)
- Provides support to the trainers for material ordering (specific, pedagogical or generic such as stationary)
- Ensures the updating of the international mobile staff learner in the HR Database (D635)

HR/Administrative follow-up :

- Provide support in the organization of recruitment & Administrative HR follow-up
- Provides support to the team to edit and follow up of contracts (team and providers), forms (IT, recruitment forms, etc.) and partnership agreements
- Ensures the updating of the L&D staff tracking table (HR Update)
- Organizes briefings and onboarding for new L&D members
- Follows up on other specific HR procedures as needed

Support of the Unit

- Supports the unit in the organization of meetings (i.e. the different weekly meeting or specific pillar meeting) including the preparation of agendas, taking minutes, the archiving of meeting documentation and follow up.
- Supports the unit in the management of information for the online knowledge management platforms such as Kompas and Share Point and manages the key tools for the organization of the unit
- Supports the preparation of documents and Presentations for either internal or external use (Edit and update specific communication tools such as the L&D Offer, L&D activity report)

- Update and maintain tags and search bar to improve learners' access to the different training offerings.

Ad hoc support (30% of the time)

Upon request validated by manager, needs and interest the intern will be delegated specific tasks or dossier that he or she will manage.

Intern's learning (10% of the time)

As the internship is a part of university programme, 10% of the intern's time should be dedicated to his/her learning and development. This time will allow the intern to complete any university assignments.

Your profile

- **Have a tripartite internship agreement**
- Administration degree, Humanitarian or Development Studies, social studies, Organisation's Management other relevant degree.
- Fluent English and French (written and spoken).
- No specific requirements in terms of work experience but having had some form of employment in the past is considered an advantage.
- Demonstrated commitment to humanitarian / development / charity work or volunteering is an advantage
- Capacity of analysis and synthesis;
- Planning and organization;
- Excellent knowledge of the MO environment (Powerpoint, Excel, Word)
- Knowledge of graphic editing tools (Canva)
- Knowledge of digital communication tools (MS Teams, Zoom)

Terms of employment

- A tripartite internship agreement is mandatory
- 6 to 12 months, according to internship agreement
- Full time (40h/week)
- Based in Geneva
- Start date: August 2024
- Gross monthly remuneration 2'000.- CHF

To apply

Please send a CV (2 pages maximum) and a cover letter (1 page maximum).

Closing date for applications May 19th, 2024.

We reserve the right to close the position early if we consider the number and quality of applications received to be sufficient.

[APPLY HERE](#)

The applications will be treated confidentially.

Only short-listed candidates will be contacted.

Only applications submitted on our recruitment platforms will be considered.

Please note that we do not wish to use the services of recruitment or placement agencies.

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas and experiences work together for the social mission of MSF to create better outcomes for our patients and the communities we work with.

We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.