

MSF-FRANCE

INTERNAL AND EXTERNAL RECRUITMENT

MSF is an international, independent medical humanitarian organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are made up of professionals working in health and medical care, logistics, administration, communications, skilled trades – all bound together by the MSF charter and serving people in need. MSF actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. www.msf.org

To support the medical operations in Syria, MSF France is seeking a:

Learning and Development Manager

Type of contract: **Service Agreement**
Duration: **3 months, renewable**
Place of Work: **Damascus**
Need: **Up to 45 hours / week**
Start Date: **ASAP**

MSF is committed to promoting gender equity and strongly encourages female candidates to apply

MAIN PURPOSE

The L&D manager provides strategic and functional expertise and advice in learning & development, with the aim to plan and apply processes and activities that foster the development of a diverse and competent workforce to achieve the missions' operational goals effectively.

Syria has long been constrained by political and security challenges, which have severely limited staff access to diverse development opportunities over the past decade. However, with the change of regime at the end of 2024, a window has opened to invest in people and rebuild critical L&D systems. This transition presents a unique opportunity—but also an urgent responsibility—to establish a robust L&D framework that supports staff growth and organizational effectiveness in a sustainable way. There is much to be done to lay down this foundation, in close cooperation with projects and coordination teams, to ensure that learning and development efforts are aligned with operational needs and strategic direction.

While this is a managerial position, it is also very hands-on. The role not only involves overseeing L&D strategy and planning but also directly engaging in day-to-day tasks—whether that means delivering training, designing tools and materials, supporting individual development plans, or following up on small but meaningful initiatives. Flexibility, humility, and a willingness to “roll up one's sleeves” are essential for success in this context.

This position involves frequent travel within Syria, with the staff expected to spend approximately 70% of their time in field project locations and 30% at the coordination office in Damascus.

MAIN ACCOUNTABILITIES

- With the support of HR Coordinator and L&D Regional Advisor in collaboration with the coordination, responsible to define, develop, promote, apply, follow up and advise on the learning and development strategy of the mission with the aim to develop MSF staff (and external collaborators, e.g., MOH staff) to achieve the mission's operational objectives effectively.
- Contribute to developing advanced, innovative and useful L&D solutions and initiatives for the global workforce that enable continuity and transfer within and across the missions and other MSF entities and local partners, i.e. talent development, securing a variety of L&D applications – including coaching & mentoring - adequate onboarding, etc.
- Advise and support coordinators, managers and supervisors to create supportive learning environments and apply appropriate learning and development processes, tools and best practices, including how to identify and address learning needs, gaps and opportunities. Influence stakeholders by building buy-in for the most appropriate learning and development approach for specific situations in accordance with mission and OC level L&D, HR and OPS strategies.
- Proactively plan and lead the L&D annual planning and budget process based on learning needs analysis and strategic operational and organizational objectives.
- Proactively seek to increase access to L&D opportunities for all employees of the missions including identifying synergy/exchanges/collaboration with other MSF sections and other local and international institutions.
- Plan, develop and follow up on mission-wide or project-specific staff learning and development activities by identifying and addressing learning needs and opportunities that maximize staff development to achieve operational objectives.
- Advise employees and coordinators, managers and supervisors in the mission on application of individual development and potential growth paths for themselves and their direct reports. To implement this effectively, the identification of key staff and key positions is carried out in collaboration with the HR team. Once identified, these staff members should be considered for structured development pathways, including opportunities for detachment and targeted training.
- In coordination with teams, identify candidates for detachment, develop a clear detachment plan, and ensure it supports both individual growth and organizational capacity.
- Ensure proper implementation of BILAN, self-reflection tool across the mission to promote a culture of regular performance review and support staff in translating insights into concrete action plans.
- Collaborate with teams to regularly review and update EPREP staff list, organize required emergency preparedness training, and ensure staff are technically and systematically ready for deployment, including maintaining a robust backup system and ensuring backup staff are fully trained and prepared.



- Organize periodic career seminars for staff interested in detachment or expatriate opportunities, supporting their ongoing development and long-term engagement with MSF.

REQUIREMENTS

Education

- Degree in the field of HR, learning and development, organizational development, and relevant experience. Given that L&D directly involves engaging with people's motivation, behavior, and attitudes, candidates with a background in psychology can offer valuable insights and are considered a strong asset.

Experience

- Working experience of at least two years in a learning and development managerial position.
- Working experience of at least two years in HR position.
- Desirable previous experience in MSF or other NGO in developing countries.

Languages

- Essential mission working language.
- Essential local language (Arabic).

Competencies

- People Management & Development.
- Cultural sensitivity.
- Strategic Vision.
- Commitment & flexibility.
- Result.
- Teamwork.
- Stress Management.

HOW TO APPLY

Apply by filling in the required information and attaching an updated CV and cover letter (in English only), along with your most relevant diploma for the position at the link below:

<https://forms.gle/eaHshy1nUhqnALmV8>

CLOSING DATE 27 October 2026, AT 05:00 PM



MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.