

Job Vacancy Announcement
(Internally and Externally)

Learning and Development Manager – MSF Netherlands

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters, and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender, or political affiliation.

| | |
|-------------------------------|--|
| Job Family | HR |
| Place of Work | Damascus, Syria |
| Level | Level 10 (Gross salary 2098 USD before income taxation and social security deductions) |
| Contract of Employment | Service Agreement for 3 months, Renewable |

Objectives of the position:

The Learning and Development 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.

- With the support of the HR Coordinator and 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, where relevant) to achieve the mission's operational objectives effectively.
- Contribute to developing advanced, innovative and useful learning and development 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 learning and development and OPS strategies.
- Proactively plan and lead the learning and development annual planning and budget process based on learning needs analyses and strategic operational and organizational objectives.
- Proactively seek to increase access to learning and development opportunities for all employees of the missions – including identifying synergy/exchanges/collaboration with other MSF sections and other local 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.

***We are an equal opportunity employer, we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***

- 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.
- Advise and support the line managers and employees in their understanding of the concepts of Performance Management and contribute to develop their competencies to implement performance management according to standards.
- Develop and support the implementation of the OCA onboarding program in the mission according to the OCA Onboarding Guideline.
- Develop and promote activities and processes to increase the application of learning within the mission to increase the impact of L&D activities on individual and organisational performance.
- Recruit, train, mentor and coach L&D Implementers &/or L&D Officers
- Travel regularly (3-4 times a year) to projects to support planning, implementation, and follow up of L&D activities, to advise on future learning and development processes & programs, and to secure connection to operational objectives
- Contribute to the establishing the foundations of a new staffing model by implementing specific talent management activities to guarantee its sustainability.
- Maintain and update L&D database (follow up on Homere encoding)
- Promote Tembo learning on and other online platforms
- Promote and follow up on mobility opportunities within the mission: internal domestic detachments and international detachments
- Oversee that the Women's Committee Meetings are held on a monthly basis in each location

Requirements

| | |
|-------------------|--|
| Education | Degree in the field of HR, learning and development, organizational development or relevant experience. |
| Experience | Working experience of at least two years in a learning and development position. Desirable previous experience in MSF or other NGO in developing countries. |
| Language | English language is essential. Arabic language is essential |
| Knowledge | Essential Computer literacy (Word, Excel, Outlook Mail,) |

How to apply:

"Important to scan the QR code or click the link below and fill the form for your application to be considered."



<https://forms.office.com/e/4qTxKZnXsq>

Only shortlisted candidates will be contacted through their email address.

***We are an equal opportunity employer, we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***

Opening Date: 9/12/2025

Deadline of Application: **23/12/2025 COB 5:00 PM**

Published on 9/11/2025

***We are an equal opportunity employer, we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***