



## JOB VACANCY ADVERTISEMENT – MSF-BELGIUM.

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|--------------------------|-------------------------------------------|
| <b>Job Title:</b>        | LEARNING & DEVELOPMENT SPECIALIST         |
| <b>Employer:</b>         | Médecins Sans Frontières - Belgium        |
| <b>Duty Station:</b>     | <b>Damascus</b>                           |
| <b>Contract status:</b>  | Service Agreement for 6 months, renewable |
| <b>Type of contract:</b> | Full time                                 |
| <b>Start Date:</b>       | As soon as possible                       |

### **Introduction about MSF:**

Médecins Sans Frontières (MSF) / أطباء بل حدود is an international, independent, medical humanitarian organization. that delivers emergency aid to people in 70 countries who are 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 and our actions are guided by medical ethics and the principles of neutrality and impartiality.

We offer basic healthcare, perform surgery, fight epidemics, rehabilitate and run hospitals and clinics, carry out vaccination campaigns, operate nutrition centers, and provide mental healthcare. Our activities include the treatment of injuries and disease, maternal care, and the provision of humanitarian aid. Where necessary, we set up sanitation systems, supply safe drinking water, and distribute relief to assist survival.

*Check the links:*

[Médecins Sans Frontières](#) أطباء بل حدود

[Médecins Sans Frontières T-shirt](#) أطباء بل حدود - م

### **Main Objective of the position:**

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 supporting the Management Team in the analysis of learning needs and use of appropriate L&D solutions. Provides active support to staff (IMS and LHS) 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 coordinator responsible for each department (logistics, medical, supply, etc.).
  - Carries out learning needs assessment and feasibility studies in the project to provide line managers with alternatives 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 aspects 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 Coordinator).
  - Acts as a technical L&D specialist, providing advice, technical feedback about and follow-up on quality of implementation 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.

## **Context Specific Accountabilities:**

- Support the HR Managers in updating the backup list regularly.
- Follow up on the incentives Staff trainings and capacity building plan regularly.
- Follow up feedback process with the staff and managers and support them.
- Follow up the implementation of the planned learning activities.
- Register in WTMSF for the new staff.
- Support the managers in the LNA.
- Following up feedback and training trackers and share with HR Team for encoding in Homere.
- Sharing learning opportunities with the concerned department
- Preparing LND order.
- Source Arabic Facilitators for IMS Language needs.
- Focus on building the awareness of L&D with the managers and supervisors.
- Ensure proper induction and onboarding ensuring the 6 mandatory courses are finalized within 3 Months.
- Setting up learning stations – having a desk with shelves for MSF protocols, and a computer for taking online courses. Protocols and procedures should be printed out and available to all.
- Implementing Training policy – Making sure all managers and supervisors understand it.
- Promoting L&D toolkit, making sure HR and all managers and supervisors know how to use the various tools.
- Follow up on E-Prep trainings.
- Ensure intersectional collaboration – make sure to network with the other sections and see how we can support each other.
- Ensure trainings are uploaded on Tembo Mission Learning Library – encourage other sections and programs to upload as well.
- Brief all the new staff (IMS & LHS) on L&D activities of the project.
- Is responsible for finding, updating, and negotiating with potential training providers for L&D.
- Provides training and presentations when required, online or F2F".
- Assists with translations when requested.
- Implement tools and monitoring system to enhance the application of learning within the project.
- Give guidance to coordinators/supervisors/activity managers on L&D activities and tools.



- Enforce the mission specific training policy according to the L&D guideline.
  - Providing expertise upon request to line managers concerning the assessment of training needs within the teams they supervise.
  - Provide administrative and planning support to staff going on international trainings.
  - Support and follow up on pre- and post- training activities completed by the learner and their manager.
  - Spend up to 60% of time in projects supporting and implementing L&D activities.
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### **Requirments**

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|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education  | <ul style="list-style-type: none"><li>• Degree in the field of HR, learning and development, organizational development and/ or relevant experience.</li></ul>                                                                                                                                                                                                     |
| Experience | <ul style="list-style-type: none"><li>• Essential previous working experience of at least two years in relevant jobs.</li><li>• Desirable previous experience with MSF or other NGOs, Well-versed with the employee life cycle and its related L&amp;D processes</li><li>• Experience in delivering basic level training courses based on adult learning</li></ul> |

### **Application process:**

The interested applicants should submit their applications in English Language, with the CV, motivation letter, including references details and with supporting documents (certificates, diplomas etc.) to Médecins Sans Frontiers, People and Workforce department via the link below:

[https://docs.google.com/forms/d/e/1FAIpQLSc0ukWpYRu\\_28ZRLqg1mzaFrkwwWKBtwhIGZNZnBYo5rZc4A/viewform?usp=publish-editor](https://docs.google.com/forms/d/e/1FAIpQLSc0ukWpYRu_28ZRLqg1mzaFrkwwWKBtwhIGZNZnBYo5rZc4A/viewform?usp=publish-editor)

**Please save your CV and motivation letter with your name.**

**DEADLINE FOR SUBMITTING THE APPLICATIONS: 22<sup>nd</sup> FEB 2026 4:30PM.**

***Only short-listed candidates will be contacted.***

***We are an equal opportunity employer; we do not charge a fee for any applications received. Qualified Female applicants are highly encouraged to apply.***