



Médecins Sans Frontières (MSF) is an international humanitarian organization that provides impartial medical care to people affected by conflict, epidemics, disasters, or exclusion from health care in over 70 countries. We welcome candidates who bring a wide variety of backgrounds and experiences to join us in working toward MSF's common mission.

Humanitarian Affairs Analyst

Job Location

Job location is preferably in Beijing, Hong Kong or Taipei, but also open to consider suitable candidate(s) from the region including Singapore and Malaysia.

Job Purpose

- To monitor and analyse foreign policy
- To promote understanding of the opportunities and challenges that key regional powers' policies and actions may create for different MSF institutional and operational interests.
- To assist MSF's engagement with relevant stakeholders in places where MSF supports or runs medical projects
- To identify and monitor priority geopolitical risks to MSF activities
- To develop organisational thinking around key humanitarian challenges facing MSF

Main Duties and Responsibilities

Geopolitical analysis

- Gathers, documents and analyses political and/or contextual data to inform operational and institutional decision-making.
- Helps develop, implement, review and refine regional geopolitical risk monitoring systems.
- Ensures continuity in East and Southeast Asia regional contextual awareness.

Stakeholder engagement support

- Advises field teams on political, social, economic and security trends, and subsequent strategic organizational positioning.
- Supports development, coordination, and implementation of field-level networking and engagement strategies in collaboration with MSF field projects and their respective Operational Managers.
- Conducts research to help address country specific or thematic humanitarian issues and brings in (outside) expertise as appropriate.

Positioning

- Supports colleagues to explain and promote MSF's organisational identity in ways that resonate with regional stakeholders and publics through the development of trainings, tools, and policies.

Reflection

- Develops key humanitarian themes for MSF, including drafting literature reviews, analytical papers, and facilitating internal and external discussion;
- Develops and maintains networks to bring cutting-edge thinking into the organisation;
- Shares MSF thinking and analysis by attending debates, workshops, and conferences; writing articles; and making presentations;

Coordination

- Develops and implements a shared action plan with Humanitarian Affairs colleagues in Taipei and Beijing.
- Coordinates and collaborates with Humanitarian Affairs colleagues across Southeast Asia to help them achieve their in-country objectives.

The Ideal Candidate

- University degree in a related field (e.g. Political Science, Social Science, Law, MPH) or equivalent field of experience. Master's degree or other specialization in a related subject/policy issue is a significant asset
- At least 5 years progressive experience in reporting and/or representation role (advocacy) preferably in an INGO, or equivalent combination of education and experience
- Experience and knowledge of NGO and/or public institutions is required
- Commitment to the values, principles, and MSF's social mission
- Strong foreign policy expertise
- Good understanding of the nonprofit and/or humanitarian sectors
- Ability to manage multiple projects and deadlines with different teams
- Strong qualitative and quantitative research skills, as well as experience with mixed methods
- Demonstrable ability to draw actionable conclusions from analysis
- Excellent communication and presentation skills with a capacity to influence
- Strong, demonstrable networking ability
- Impeccable judgment and diplomatic skills
- Excellent stakeholder expectation management
- Strong interpersonal skills
- Ability to work in a team distributed across various locations
- Self-driven
- Fluency in Mandarin and English is essential
- Excellent awareness of key socio-cultural and socio-economic factors and trends in Southeast Asia is a strong asset

How to apply?

MSF Hong Kong will offer a remuneration package of 12 months basic salary benchmarked in INGO with no discretionary bonus. Interested parties, please send your letter of motivation, full resume, expected salary and date of earliest availability by e-mail to recruitment@hongkong.msf.org. All information collected is solely for recruitment purpose and

will be treated in strict confidence. Please read the [“Personal Information Collection Statement”](#) before providing any personal data to Médecins Sans Frontières (HK) Limited.