



Last updated: February 2021

Job Title

Program Officer, Humanitarian Action on Climate and Environment (HACE), MSF Canada

Impact Statement

Founded in 1971, MSF is an international medical humanitarian organization that works in over 70 countries providing emergency medical care based on need. Its principles are independence, impartiality, and neutrality, as well as medical ethics. The MSF Canada (MSFC) office opened in 1991 with offices in Toronto and Montreal.

Ecosystem changes due to anthropogenic activities will have increasingly and profoundly negative health impacts in the years to come. The impact of climate change on health is already evident in many of the contexts where MSF provides medical care. Climate change and environmental degradation are directly impacting human health through injury, malnutrition, the spread of diseases such as malaria, dengue and diarrheal diseases, and respiratory and cardiovascular illness.

Through the 2020 Environmental Pact, the 2019 International General Assembly Climate Crisis motion, the commitment of the Movement at large including MSFC including in Strategic Plans, have made clear that the climate crisis is exacerbating health impacts, affecting MSF operations, and requires adding a climate-change and environmental degradation lens and adapting our response to be more responsible and future-proofed.

Humanitarian Action on Climate and Environment (HACE) is a manifestation of MSFC's 2020-2023 choice initiative *Climate, Environment and Health*, launched in 2020. MSF choice initiatives are necessarily movement-wide and transformative.

The HACE Program Officer (PO) is responsible for direct research, analysis, internal and external outreach work to help achieve HACE deliverables related to climate change, environmental degradation and health. The PO does largely planned programmatic tasks and also helps respond to reactive requests that are strategically agreed in MSFC and HACE to take on. While the HACE is based in Canada, its team is dispersed, and serves the MSF Movement.

The PO contributes to tool testing and creation, research and writing, policy and/or advocacy development, and engages and mobilizes support throughout the MSF network in Canada and internationally to meet the objectives. It demands high collaboration, agility, adaptability and flexibility on a fast-changing issue and fast-paced environment.

Key Responsibilities

HACE recognizes that climate change and environmental degradation will increasingly drive humanitarian need, and thus MSF Canada's leadership and support role in (re)positioning the organization to effectively, and responsibly, respond to this unprecedented threat to humanity.

The PM helps HACE achieve its objectives:

- By 2023, MSF Canada will have significantly contributed to exposing the links between climate change/environmental degradation and their health and humanitarian consequences, thereby facilitating evidence-based operational choices and advocacy
- Canada will have contributed to MSF's global action to understand, measure, monitor and substantially reduce its environmental footprint, and will have significantly reduced our own carbon footprint in Canada

Specific Duties and Tasks

Project-based **Climate, Environment & Health** work in MSF Canada: to help MSF progress with MSF Canada's initiatives and work with these interrelated axes always in mind: operations – advocacy – footprint.

- Analysis, information collecting, interviewing, writing on climate and environmental factors impacting MSF beneficiaries (today and future) and country and regional specific analysis, and case studies
- Contribute to the creation, testing, and disseminating of initial climate and environmental context tools, e-prep tools etc., building on initial work in Bangladesh, Mexico/Central America and Haiti, reviewing and comparative analysis of other emergent tools in and out of MSF, harmonizing tools and methods
- Coordinate, co-develop or develop new resources, trainings, guidance as needed to ensure the efficient use of resources, avoid duplication, and expand on organizational climate action capacity.
- Engage and collaborate in MSF and MSF Canada to help mainstream climate and environmental knowledge and MSF framing and current work (i.e. collaborations with communications on témoignage/storytelling, helping Human Resources (HR), and Fundraising (FR) with basic materials for onboarding and key messaging)
- Organize and participate in strategic webinars, workshops, other section and MSF associative discussions to contribute to capacity building, knowledge exchange and public, and external narrative building
- Draft joint abstracts such as for MSF Scientific Days, Planetary Health Alliance

Communications and Advocacy

- Contribute to and leverage resources being developed across MSF on applying the climate change lens to operational adaptation, embedding climate action messaging and framing across MSF
- Contribute to the development of an advocacy strategy around climate and health, planetary health issues for internal and external audiences
- Contribute to or create briefing documents for MSF representation at international fora (i.e. COP26)
- Ensure messages, materials, and activities are patient-centric and inclusive, be aware of and proactive on the need to decolonizing humanitarian and climate action and engaging MSF colleagues and beneficiaries in climate hotspots and most impacted by climate change in research, witnessing, and storytelling

Strategic Collaboration and Representation

- Share knowledge, tools, resources to the Movement on climate change related issues, participate in existing platforms (Climate Environment and Health Working group, GHAN Network, emergent inter-sectional climate operational research group), communicate with partners (i.e. Operational Centre Geneva (OCG) Planetary

Health, Operational Centre and other focal points, Sweden Innovation Unit, etc.) Climate Smart MSF, Urban Spaces TICs, etc. and external networks (i.e. IFRC Climate Anticipatory Hub, Lancet Countdown, etc.)

- Engage and collaborate with our MOU partners OCG and Dahdaleh Institute for Global Health Research (DIGHR) on existing and potential new research/analysis topics
- Based on field experiences, data, and scientific evidence, to contribute to the call for responsible and environmentally sustainable action that highlights health impacts as well as humanitarian needs of the disproportionately marginalized and “already vulnerable” populations

Risk management

- Understanding and support of mitigation of legal, financial, reputational and duty of care risks to MSF in light of climate change and environmental degradation impact on health such as operational and reputational risks, potential mandatory cost and legal responsibility to reduce and pay for carbon emissions (vs current moral and voluntary nature of mitigation activities)
- Recognize and support on mental health impacts of climate change and liaise with existing support services and expertise

Other

- Excellent communication and group presentation skills
- Self-motivated and able to act independently, while acting as a collaborative member of a team
- Other tasks as required

Core Competencies

- **Initiative and Innovation;** Proficiency Level 3: Look ahead and creates opportunities for improvement within the MSF Frame
- **Cross-cultural Awareness;** Proficiency Level 4: Demonstrates an integrating attitude
- **Commitment to MSF’s Principles:** Proficiency Level 4: The commitment to provide medical assistance to populations in distress, observing the principles of humanitarian action and medical ethics, and the willingness to direct his/her interest and behaviours towards the social mission of MSF
- **Analytical Thinking:** Proficiency Level 4: Makes Complex Plans and/or Analyses
- **Planning and Organizing:** Proficiency Level 3: Follows up, plans activities and sets priorities
- **Leadership and People Management:** Level 4: Encourages, Engages and Motivates People
- **Results and Quality Orientation:** Proficiency Level 4: The drive and tenacity to achieve the defined objectives and to implement efficient solutions within a set timeframe, with the given resources and in accordance with the established procedures and models; constantly seek improvement in the performance of his/her own tasks and actions

Knowledge and Experience

- Demonstrable knowledge in issues related to humanitarian response, environment and/or climate change, international development, public health
- Familiarity with contemporary approaches and frameworks to climate action (e.g. Planetary Health, climate change adaptation, resilience-building, mitigation)
- Demonstrable experience in research, analysis, data analysis, synthesis, and writing
- Demonstrable experience engaging with multiple partnerships, complex coordination and diplomacy and working transversally and cross-sectoral on interdisciplinary issues
- Direct experience with general budgetary control, financial planning, and data analysis

Education, Certifications and Languages

- Fluency in written and spoken English is essential
- Fluency in written and spoken French is a strong asset
- Knowledge of Spanish and other languages is an asset
- Computer software skills (Microsoft Office Suite, Zoom, etc.)

Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m.), some weekends and evenings may be required
- Flexible work hours and 'remote working' options are available, upon approval from manager
- The office environment is open concept and workspace may be shared with office colleagues
- Workstations consist of sit/stand desks, anti-fatigue floor mat, swivel chair, laptop with dock and double monitors, task lamp and telephone
- Work requires long hours in front of a computer/laptop screen
- During COVID-19 restrictions, employees are required to have their own workspace, access to internet, and telephone
- Global meetings on occasion at potentially inconvenient times due to time zones

Travel Requirements (according to MSFC's updated Travel Guidance and with rationale for going and carbon reporting): Unlikely in 2021 due to COVID-19

- 5-10% to project countries
- 5 % to other MSF offices

Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we are committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

Job Information

Position Level: Individual Contributor

Department: HACE, under the Executive Director's Office (subject to change)

Position Status: Temporary, March 31, 2021 – March 30, 2022

Activity Rate: 100%, 37.5 hours per week

Location: Remote or in MSFC office (potential in other MSF office globally, TBD)

Salary Grade: Level C on the MSF Canada Salary Grid, C\$ 66,513 per annum

Status: Must be legally entitled to work in the country where a contract would be issued

Benefits: Health Spending Account, Lifestyle Spending Account, group insurance (Life, Dependent Life, AD&D), Peace of Mind plan (i.e. prescription drugs, accidental dental, hospital care, etc.), 5% RRSP contributions (no matching required), starting 4 weeks' Vacation/year, flexible work hours, annual professional development budget, Employee and Family Assistance Program (EFAP), free access to internal Psychosocial Care Unit Services and a positive and innovative office culture grounded in our core values of humanity, integrity and results.