

## Job Title

# Special Projects Officer

## Impact Statement

Reporting directly to the Deputy Executive Director, the Special Projects Officer (SPO) is key member of the Executive Director's Office and helps drive and coordinate transversal organizational priorities defined by the EDO and Management Team (MT). The SPO plays a key role in designing, organizing, documenting, facilitating, and communicating on projects particularly related to organizational health and development, including organizational performance, culture, systems, and risk management. The SPO supports effective and transparent working processes through the organization of workflows, ensuring that projects stay on track and stakeholders are informed and inspired.

## Key Responsibilities

- **Leading the development and execution of internal communication strategies** for the Executive Director's Office and Management Team to raise awareness on organizational priorities and key projects
- **Working collaboratively to organize and facilitate the Organizational Performance Management process** and artifacts, considering lessons learned and process improvements through each cycle, effectively reflecting MSF CA's progress and planning in the reporting cycles
- **Supporting the design and execution of special projects** on behalf of the Executive Director's Office within domains of the EDO including systems, organizational health, organizational risk management and leadership, overall supporting organizational development

## Job-Specific Competencies

### Special Project Leadership & Cross-Collaboration

- Leading the development and execution of internal communication strategies plan for MSF CA linking MSF Canada leadership to the broader organization
  - Designing EDO & MT operational internal comms strategies and deliverables to transmit messaging:
    - Coordinating EDO or MT messages or memos to MSF Canada audiences including drafting emails, documentation and presentations
    - Raising awareness on Strategic Plan goals and MSF Canada Organizational Performance Management systems and results
    - Design and oversee EDO SharePoint sites for projects and OPM, increasing visibility on process, leadership requirements, and resources
  - In support of organization change management initiatives; roll outs of new policies, policy updates, decisions, or changes with org-wide impact
- Supporting the MT with annual organizational development planning in support of the MT making strategic choices for the organization
  - MT ways of working – implementing structure through MT meetings and retreat content, work planning, and executing on activities

- Coordinating follow-through and accountability for the MT annual development goals and quarterly objectives setting and reporting
- Coordinating a monthly MT scorecard monitoring key performance indicators of organizational health
- Delivery of information to the MT to facilitate and contextualize decisions
- Manage knowledge and documentation to facilitate access to EDO project documentation, reporting, ensuring transparency in MSF Canada
- Coordinate and/or lead EDO special projects and dossiers, in collaboration with internal MSF and external stakeholders. Projects and dossiers may include:
  - MSF Canada's preparedness to respond to critical incidents affecting international mobile staff.
  - Organizational risk monitoring
  - Development of the MSF Canada Strategic Plan 2025 – 2028
  - MSF Canada Organizational Performance Management System – revisions and updates as required

### **Organizational performance management**

- In collaboration with the Deputy Director, organize and facilitate the development of effective and impactful Organizational Performance Management (OPM) processes and artifacts (SP, AP, 6M, 12M)
- OPM reporting including compiling data, reporting templates, presentations, dash boarding, and preparation of annual reporting requirements, ensuring deadlines are met
- Support cross-functional teams and coordinate initiatives across the organization related to OPM, ensuring alignment with strategic objectives as well as providing guidance and support to teams
- Analyze, synthesize, distill and communicate organizational performance information at a strategic level and as appropriate to various stakeholders
- Develop communication materials to present OPM artifacts are for all stakeholders; MSF Canada's Board of Directors, staff, and the movement (where relevant)

### **MSF Transversal Core Competencies**

- **Commitment to MSF principles;** *Proficiency level 3:* Acts towards the fulfilment of MSF's Social Mission
- **Cross-cultural awareness;** *Proficiency level 2:* Recognizes and respects different points of view
- **Planning and organization;** *Proficiency level 3:* follows up, plans activities, and sets priorities
- **Strategic vision;** *Proficiency level 3:* Plans actions geared towards achieving objectives
- **Results and quality orientation;** *Proficiency level 3:* Improves performance and sets ambitious and realistic goals
- **Teamwork and cooperation;** *Proficiency Level 2:* Shares information and coordinates with team and/or others
- **Initiative and innovation;** *Proficiency Level 2:* Takes action in complicated and critical situations

### **Knowledge and Experience**

- Experience developing communication strategies
- Experience with project management and project lifecycles
- Experience with risk assessment exercises
- Experience working with executive teams coordinating communications in various forms
- Knowledge of organizational performance management systems
- High level proficiency with Microsoft 365 suite
- Strong written and visual presentation skills

### **Education, Certifications, and Languages**

- Fluency in spoken and written English

## Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m. Eastern Time)
- Hybrid work model (40% in MSF Canada office and up to 60% work from home)
- Office environment is open concept and workspace is shared with colleagues
- Workstations consist of sit/stand desks, anti-fatigue floor mat, swivel chair, laptop with dock and double monitor

## Job Information

**Position Level:** Individual Contributor

**Department:** Executive Director's Office

**Position Status:** Temporary, 1-year contract

**Activity Rate:** 100%, 37.5 hrs/week

**Location:** Toronto

**Salary Grade:** Level 14 on the MSF Canada Salary Grid, \$70,676 per year (non-negotiable)

**Status:** Must be legally authorized to work in Canada; MSF Canada is not in the position to support a work permit process for any applicant outside of Canada.

**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), and a positive and innovative office culture grounded in our core values of humanity, integrity and results.

## 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're 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.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black, Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any equity-deserving individual to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease our dependency on fossil fuels, reduce our ecological footprint and help protect human health. Everyone, at all levels, with all skill sets is needed to address the global threat of climate change.