



Last updated: August 2024

Job Title

Advocacy & Strategy Advisor (interim)

Impact Statement

This is a position with responsibilities for devising strategies for MSF Canada's humanitarian affairs advocacy and analysis, and for obtaining and managing institutional funding. Working as a member of the Humanitarian Affairs team, the Advocacy & Strategy Advisor works with MSF operational partners and senior management across the organization to identify, support, and strengthen MSF Canada's need for analysis, advocacy, and positioning on priority operational contexts and issues, the Canadian policy environment, and humanitarian funding mechanisms. The Advocacy & Strategy Advisor supports the Humanitarian Representative to Canada in liaising across departments (Communications, Fundraising, Executive Director's Office) to provide coherence in messaging, products, and strategies within the organization and the Humanitarian Affairs team.

Key Responsibilities

- Ensure strategic communication of MSF's analyses and positioning to the Canadian public and in private advocacy engagements
- Develop relationships and networks to support the strategic advocacy and public institutional funding work of the Humanitarian Affairs team
- Provide analyses of key events from operational contexts to inform reporting, advocacy, representation, and public communications
- Develop advocacy and representation strategies that speak to the Canadian context given current operational events and conditions

Job-Specific Competencies

Humanitarian Affairs and Advocacy Strategy and Execution

- Devise advocacy strategies and lobbying points to influence important policies and issues in Canada that will positively impact MSF's patients and medical humanitarian operations around the world
- Integrate relevant MSF analysis, critical reflection and contextual understanding into coherent and strategic public positioning for the organization on key policy issues in Canada
- Develop strong relationships in order to: build, maintain and strengthen MSF's influence with Canadian decision makers and thought leaders; increase and improve MSF Canada's access to important operational and advocacy information, analysis and messaging from relevant contexts across the international MSF movement; and establish the MSF Canada Humanitarian Affairs and Institutional Funding team as a trusted and reliable advocate and partner to key internal and external stakeholders
- Devise, coordinate and implement operational advocacy campaigns, strategies and messaging within Canada for the organization's medical-humanitarian priorities, ensuring coherent cross-departmental advocacy actions, messages and strategy

- Monitor, compile and analyze regular updates on relevant Canadian dynamics (policy, public dialogue and debate, issues, etc.) to increase MSF's institutional knowledge, leverage capacity and the national impact of MSF's lobbying, to advance the organization's medical-humanitarian advocacy objectives and operational plans and priorities
- Update and maintain relevant background and analysis information on contexts and issues of focus for MSF Canada, including operational contexts, countries of focus and thematic issues, to advance MSF Canada's humanitarian advocacy priorities
- Monitor the Canadian policy environment relevant to MSF, including international assistance policy, Parliamentary and Senate business and Committees, and others
- Be available to support field-level operations at the request of MSF operational partners in contexts relevant to MSF Canada's Humanitarian Affairs programming

Humanitarian Programs Funding

- Provide strategic input and analysis of relevant issues, policies and processes to the Grant Manager to help secure funding from Global Affairs Canada and other funders for MSF's humanitarian medical work in key operational contexts
- Develop advocacy strategies and public messaging for MSF Canada on operational contexts that are funded by Global Affairs Canada
- Build relationships and engage with key decision-makers in Canada to provide visibility on humanitarian needs and priorities in those contexts, and lobby for policy actions that will advance MSF humanitarian medical advocacy objectives
- Identify new funding opportunities for MSF operations through public sources (Global Affairs Canada and others), and act as a liaison to MSF's fundraising department to ensure a strategic alignment between our humanitarian affairs and fundraising objectives, including crafting and reviewing messaging and positioning
- Support building and maintaining relationships with internal contacts in institutional funding, operations, and humanitarian affairs, and externally with stakeholders in government and civil society
- Provide strategic input and review to support the Grant Manager in the writing and submission of funding proposals and reporting relating to MSF Canada institutional funding provided by Global Affairs Canada and other Canadian funders

Strategic Coordination

- Act as the Humanitarian Affairs and Institutional Funding team focal point for other MSF Canada departments, including developing coherent and complementary cross-departmental strategies, messaging, and advocacy products on topics and issues within the scope of responsibility of the Advocacy & Strategy Advisor.
- Recruit, hire and supervise junior members of the Humanitarian Affairs and Institutional Funding team, including interns, by assigning and supervising work that advances MSF Canada's strategic Humanitarian Affairs and Institutional Funding goals
- Develop advocacy and representation strategies for new contexts and emergencies for the Canadian context based on thorough analysis of developments in the field and in Canada
- Develop, implement, and maintain strategies for sharing relevant operational updates internally among MSF Canada's departments and decision-makers, and provide advice on perception related to positioning and strategy in Canada, with a particular view on increasing local/national visibility and ensuring good acceptance for MSF in debates and discussions related to our humanitarian operations and social mission
- Provide program management support for the Humanitarian Affairs and Institutional Funding team by developing workflow strategies and prioritizing resources in accordance with the team's and organization's larger strategic objectives.

MSF Transversal Core Competencies

- **Commitment to MSF Principles; Proficiency level 1:** Demonstrates knowledge of and accepts MSF's principles, including respecting the choices made by the organization, demonstrates basic knowledge of MSF's mission and main activities, and is committed to the values of MSF and MSF-Canada (Humanity, Integrity, Results).
- **Cross-cultural Awareness; Proficiency level 3:** Demonstrates an integrating attitude, commitment, and awareness to Equity, Diversity, and Inclusion principles, understands and can explain how these principles impact the role, and articulates an understanding of EDI principles/personal commitment to EDI
- **Strategic Vision; Proficiency level 3:** Plans actions geared toward achieving objectives
- **Networking and Building Relationships; Proficiency level 3:** Creates network opportunities
- **Initiative and Innovation; Proficiency level 3:** Looks ahead and creates opportunities for improvement within the MSF frame

Knowledge and Experience

- Demonstrated experience in the humanitarian sector with experience in advocacy, communications, and/or fundraising/institutional funding
- Experience in a role with specific responsibilities in developing advocacy and/or communications strategies and actions within the field of humanitarian assistance
- Knowledgeable of the Canadian policy environment as it relates to humanitarian assistance, foreign affairs, international assistance funding, and MSF's work
- Excellent strategic communication and advisory skills, preferably in a public advocacy environment
- Diplomatic, with strong negotiation and communications skills
- Analytical with the ability to synthesize complex and sensitive material accurately
- Demonstrated ability to translate complex issues into public-facing messaging
- Strong ability to manage expectations and secure buy-in on proposed solutions
- Comfortable interacting professionally with counterparts in diverse settings (e.g. government, academic institutions, pharmaceutical industry, NGOs, etc.)
- Familiarity with MSF's public and private fundraising strategies

Education, Certifications, and Languages

- Fluency in spoken and written English
- Fluency in French a significant asset

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 may be available, requiring approval from manager/director
- Hybrid work model with mandatory requirement of 40% in-office presence
- When working from home, employees are required to have their own workspace, access to internet, and phone
- The 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, task lamp and telephone
- Work requires long hours in front of a computer/laptop screen
- Domestic travel required (up to 10%)
- Interaction with clients/donors and the public at large

Job Information

Position Level: Individual Contributor

Department: Humanitarian Affairs

Position Status: Temporary (4 months)

Activity Rate: 100% FTE, 37.5 hrs/week

Location: Ottawa

Salary Grade: Level 16 on the MSF Canada Salary Grid, \$87,850.00 per year (pro-rated to contract length)

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 individual experiencing vulnerable circumstances 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.