



*Last Updated: August 2024*

## **Job Title**

# **Director of Transformational Investment Capacity (TIC)**

## **Impact Statement**

The Transformational Investment Capacity (TIC) is an exciting initiative launched in 2016 that enables MSF to invest in itself to transform its ability to address the medical and humanitarian needs of vulnerable populations around the world.

The TIC funds large scale projects and smaller incubator ideas that can scale across MSF to significantly improve the way we do our work. TIC projects and ideas can help MSF better fulfill the present and evolving medical humanitarian needs of people living in crisis by investing money, intellectual capital and human resources to implement transformational, game-changing and radical initiatives.

The TIC Director will drive the successful development of transformational projects within MSF. By networking across the movement, the Director will ensure transformational work in MSF is effectively supported, catalyzed, and embedded across the MSF movement.

## **Key Responsibilities**

- Lead the TIC toward achieving transformational goals consistent with MSF movement wide priorities
- Liaise with all MSF entities, including ODs, sections, associations, executive committees, working groups, platforms, and MSF International, to enable the development, evaluation, support and scaling of transformational projects across MSF
- Facilitation of the of the Selection Committee's ongoing actions and recommendations
- Work closely with the TIC Host (MSF Canada ED) and the TIC Core Team (TIC Steering Committee) chair to ensure effective ways of working.
- Build networks internally and externally to support large scale and smaller incubator projects

## **Job-Specific Competencies**

### **TIC Leadership:**

- Provide day-to-day management of the TIC team, including developing and implementing an annual work plans and budgets, setting and overseeing delivery of staff and team objectives, and ensuring general well-being of the team;

- Interact closely with key stakeholders in MSF leadership to ensure knowledge and understanding of the key priorities, the TIC support capacities, particularly in areas or functions where gaps exist.
- Prepare Selection Committee and TIC Core Team meetings; manage and build strong relationships with Selection Committee members; manage the process of Committee member resourcing as required
- Participate in the TIC Core Team. Prepare for TIC Core Team meetings, including status updates, change requests, decisions required, issue/risk review and strategic direction.
- Represent the TIC at targeted MSF events and conferences, when appropriate
- Champion adoption of TIC principles, fostering a transformational mindset and challenging proposal and approved project teams to work in more innovative ways (acceleration, external expertise, collaboration, test and learn, etc.)
- Lead communications efforts – both internally and externally – to provide transparency, share learnings, promote transformational efforts, build relationships, promote MSF as forward-thinking (external) and draw funding (external)
- Champion coherence in transformational efforts across the movement
- Issue Periodic Reports to the ExCom, the International Board and the MSF movement
- Ensure continuous improvement of the TIC, incorporating lessons learned and evolving capabilities to better achieve the TIC vision
- Collaborate with MSF Canada in exploring how the TIC could strategically support Movement-wide priorities through transformational approaches such as Access to Products of Health and other movement wide priorities.

#### **TIC Fund Management:**

- Ensure TIC project teams manage their approved budgets following MSF best practices.
- Oversee the yearly reimbursement of TIC project expenses to MSF implementation entities.
- Ensure proper management of the TIC Fund and reporting to the movement.
- Oversee the collaboration with the MSF fundraising teams to obtain earmarked donations from external donors.

#### **TIC Proposal Development**

- Build a strong pipeline of potential proposals, minimizing gaps, and provide input to proposal teams prior to TIC submission:
  - Solicit applications for TIC proposals
  - Work with OCs, Partner Sections and Platforms to identify potential TIC proposals
  - Connect applicants with other resources in MSF as well as external expertise that may bring a greater level of support and challenge to the proposal
  - Ensure projects have appropriate sponsorship from Sections, Operations Centres (OCs) and/or MSF International

#### **TIC Selection Committee Meetings**

- Prior to Selection Committee meetings (Validation Stage): For each TIC submitted:
  - Review all materials including:
    - Proposal materials - Concept Notes (5-page proposals), associated Business Cases, Project Plans and other supporting materials
    - Reporting materials – periodic reports

- Provide initial feedback to teams to strengthen proposals and coach teams on expectations for the Selection Committee
- At Selection Committee meetings:
  - Facilitate the review of proposals with the Selection Committee and participating project teams;
  - Ensure the Selection Committee challenges the proposing team on clarity of problem statement, required investment, business case thoroughness, resource requirements, partnerships, suggesting connections, etc.
  - Highlight where similar proposals are submitted, the Selection Committee reviews to recommend parallel ideas either pool or consciously allow competition (inform ExCom of rationale)
  - Ensure appropriate governance and quorum in Selection Committee decisions, rationale and feedback to applicants
  - Review Selection Committee meeting minutes prepared by the TIC Secretariat, ensuring they reflect the recommendations and decisions made
- Post Selection Committee meetings:
  - Present Selection Committee recommendations to the Core ExCom for large-scale proposals and Full ExCom for very-large-scale proposals for decisioning
  - Manage the process of potential ExCom member escalations to the International Board if proposals raise key reputational or operational risks

#### **Post-Approval Project Accompaniment and Reviews :**

- Review approved project status at each milestone, or every 6 months at minimum, including progress to date against milestone deliverables and financial run rate against budget, key issues and risks prior to Selection Committee review
- Manage governance of project financial tracking to ensure transparency and accountability
- Facilitate Selection Committee review of project progress
- Escalate red flag issues to Project Sponsor , and Core or Full ExCom, as necessary
- Where additional rounds of funding are required, validate proposals and project plans to ensure they meet requirements

#### **Strategic Oversight and People Management**

- Defines goals, objectives, and metrics including development of annual plans (AP), strategies, and budgeting
- Oversees the implementation of the AP and follow up revenue and expenses of the program and propose route correction when needed to achieve the goals
- Leads in the hiring and development of the team members to achieve their goals, establishing trust, respect, recognition and mutual accountability in a high performance, collaborative environment
- Ensures responsible use of resources, including accountability for budget, contracts, and suppliers, recommending new strategies or drafting proposals in anticipation of future needs
- Leads by example, inspire and motivate others, and foster a work environment founded on our core values of humanity, integrity, and results

### Post-Approval Project Audits :

- Work with the Project Steering Committee on preparing for Independent Audits where requested by the Selection Committee and to support the execution of corrective actions required for course correction
- If corrective actions are not undertaken, not successful or if an audit is negative, reengage the Selection Committee for review
- If the Selection Committee recommends stopping a project that is failing to deliver transformative value to MSF, interact with the ExCom for their endorsement

### 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
- **Leadership and People Management; Proficiency level 3:** Encourages, engages, and motivates people
- **Strategic Vision; Proficiency level 4:** Has a long-term vision
- **Networking and Building Relationships; Proficiency level 4:** Optimizes interaction between MSF and its environment

### Knowledge and Experience

- Have a genuine interest in and commitment to humanitarian principles
- Bring strategic vision and thought leadership in transformation
- Strong knowledge of MSF and experience in working directly with MSF leadership preferred
- Proven success in cultivating and maintaining networks with a broad and diverse set of stakeholders
- Strong analytical and complex problem-solving skills with an ability to understand, review, analyze and challenge transformation proposals, business cases and project plans
- Great at influencing and building strategic coalitions through collaboration and relationship management
- Experience working on a global team with diverse demographic and cultural characteristics, as well as the flexibility to virtually meet with people in multiple time zones.
- Comfortable being part of complex and challenging strategic discussions and the next moment, rolling up your sleeves to get things done
- Experienced in working autonomously in a fast-paced team.
- People management experience, leading others to achieve impact.
- Experience in funding / selecting projects experience is an asset
- Experience with project delivery risk management
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### Education, Certifications, and Languages

- Fluency in spoken and written English
- Experience in leadership, industry / sector leadership, transformational program leadership

## Job Information

**Position Level:** Director

**Department:** Transformational Investment Capacity

**Position Status:** 3 year term, renewable once

**Activity Rate:** 1.0 FTE, 100%;

**Location:** Based in any MSF location, located between UTC-5 (EST) and UTC +2 (EEST/SAST)

**Salary Grade:** A local salary compensation package based on internal salary grid is offered for this role and will be discussed during the selection phase.

**Status:** Must be legally authorized to work in the location the individual is based in, while following the host office's hybrid working policies. MSF Canada is not in the position to support a work permit process for any applicant outside of Canada.

## 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 deserving equity 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.