

Job Title

Transformational Investment Capacity (TIC) Assistant

Impact Statement

The TIC Assistant will support the ongoing administrative needs of the TIC Selection Committee and Secretariat and running the TIC portfolio. They also support the communication efforts of the team. For background on the TIC, please visit <https://msf-transformation.org/>.

Key Responsibilities

- Support the ongoing **administrative and communication needs** of TIC funded projects and running the TIC portfolio.
- Coordinate **logistics** for meetings and events, including Selection Committee meetings and other project and Secretariat-related meetings.
- Support the TIC team to expand its network and **effectively communicate** about the TIC to new stakeholders.

Job-Specific Competencies

Administrative

- Provide administrative support for the TIC portfolio.
- Support organization of regular TIC meetings (Selection Committee and accompaniment), circulate agendas, prepare and provide documents in advance of meetings and draft and finalize meeting minutes as required.
- Assist with the organization and logistics of face-to-face meetings (venue, catering, travel, etc.) as required.
- Information management: manage the TIC SharePoint and website, updating after each Selection Committee cycle and manage the TIC inbox.
- Organize schedules to allow for full participation of Committee members.
- Support communication activities, including organizing TIC webinars and SharePoint updates on project specific work.
- Work closely with Project Officer to ensure accurate and timely completion of administrative tasks.

Core Competencies

- **Commitment to MSF's Principles;** Level 1: Respects the choices made by the organisation; translates the principles of MSF into action
- **Cross-cultural Awareness;** Level 2: Thinks before acting with curiosity and sensitivity, listening, and observing, not judging, asks questions and looks for information about the context
- **Planning and Organising;** Level 2: Proactive in planning, following up and setting priorities, anticipates potential needs, prioritizes well, suggests ideas to improve.
- **Initiative and Innovation;** Level 2: Works toward problem solving, suggests new and more efficient ways of tackling problems

- **Teamwork and Cooperation:** Level 2: Shares information in a timely manner, communicates with empathy, coordinates with other team members to ensure common objectives are achieved, able to work independently, while handling multiple and competing deadlines
- **Networking and Building Relationships;** Level 2: Develops and diversifies networks, accesses and communicates consistently with relevant actors/stakeholders and is able to judge which information to share with whom.

Knowledge and Experience

- Advanced knowledge of Microsoft Office suite programs, including Outlook, Word, PowerPoint, and Excel
- Demonstrated administrative and project support skills in a professional capacity
- Demonstrated high level of organization and attention to detail
- Demonstrated interpersonal communications skills

Education, Certifications, and Languages

- English fluency required

Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m. Eastern Time), evenings or early mornings may be required depending on time zone
- Flexible work hours and 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
- Work requires long hours in front of a computer/laptop screen

Job Information

Position Level: Individual Contributor

Department: Executive Director's Office, Transformational Investment Capacity

Position Status: Permanent

Activity Rate: 100% (37.5 hours per week)

Location: Toronto

Salary Grade: Level 11 on the MSF Canada Salary Grid, \$53,100 per year

Status: Must be legally authorized to work in 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 (pro-rated), 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 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.